

Land-Grant Press — Teaching Section (LGP-TS)

Author Guidance: Preparing and Submitting Your Publication

Preparing Your Publication

Review the LGP-TS [Authorship Decision Tree](#).

Publication Template

Download the LGP-TS [template file](#), and type or transfer your publication content into it. The template is a Microsoft Word file with built-in font styles. A [guidance document](#) on how to use styles and the Styles Pane in Word is available.

Grammar and Style Guides

- Use Grammarly (www.grammarly.com) to check spelling and grammar. Instructions on how to set up your free Premium account provided by the University are available on CCIT's [website](#).
- Follow the Chicago Manual of Style (CMOS) for writing. A [CMOS quick guide](#) of the most common instances is available.
- Follow the Council of Science Editors (CSE) style guide for formatting the References Cited list. A [CSE quick guide](#) for formatting the most common reference sources is available.

ADA Compliance for Accessibility

- Please follow the [ADA template guide](#) to ensure you are following compliance for accessibility purposes.
- Avoid underlining text (except for hyperlinks) and use italics sparingly, although italics are required for scientific names.
- Avoid using all caps except for acronyms or names that specifically use all uppercase letters.
- To create links, briefly describe the link destination (do not use 'click here'); select the description you've typed; apply the hyperlink by selecting Insert, select Hyperlink; and paste the link into the Address field.
- If a URL needs to be visible, use a URL shortener service like bit.ly or bit.do, and put the unlinked URL in parentheses after the linked text: Clemson University CAFLS [website](#) (bit.ly/3ruE5nd).
- Images need alt text. Fill in the alt text field when uploading an image and explain what the image shows in one to two sentences. The alt text should not include "This picture shows."
- Tables need alt text. Select the table, then Table Properties, then Alt Text, and fill in the table name and a brief description of the information in the table cells.

Co-Author Submittal Agreement

If multiple authors are listed on a publication, all authors must sign the Co-Author Submittal Agreement [form](#), and the signed form must be uploaded with the submittal.

Submitting Your Publication

1. Submit your publication through the LGP-TS submittal [website \(tigerprints.clemson.edu/cafls-scholars/\)](https://tigerprints.clemson.edu/cafls-scholars/) in the Clemson Libraries TigerPrints digital repository and publishing platform.
2. Select the Submit Publication link in the left sidebar.
3. Create an account if you do not already have one. Clemson Employees, please note, this is not the same login as your Clemson user login, but you can make it the same.
4. If you are creating a new account, you will receive a Confirm Your Account email with an activation link.
5. After logging in or activating your account, you will be directed to the Submission Agreement page. Read the terms, check the box at the bottom to accept the terms, and select “Continue.”
6. Enter the information requested in the submission form fields.
7. Upload your publication file.
8. You must select the Additional Files box even if you do not have files to upload.
9. Select Submit.
10. Upload additional files if you have any (e.g., co-author submittal agreement form if there are multiple authors, worksheets, appendixes, etc.).
11. Select the Continue button to submit your publication successfully.
12. A confirmation screen would appear if you submitted correctly, and you will also receive an email confirming the submission. Please send an email to caflsotls@clemson.edu if you have trouble submitting.

Peer-Review Process

The entire review and revision process depends on reviewer and author turnaround times and typically lasts between three and seven weeks. An expedited review process can be requested for time-sensitive submittals.

- Guest reviewers are assigned by the consulting editors.
- Reviewers are asked to provide their review within one to two weeks.
- Reviewers upload their feedback into the system, and when all reviews are received, they are released together to the author.
- Authors must address all significant review feedback and explain how it was addressed in the revision.
- After final editorial approval, accepted publications are posted on lpress.clemson.edu.
- All publications will be put back through the formal review process every five years or sooner if necessary.

Additional Information

- Land-Grant Press publications are indexed in Google Scholar.
- Authors may request a DOI (digital object identifier) for their publication if appropriate.
- Authors have access to their final publication file and review feedback through their TigerPrints account.
- If you have questions, please contact the Land-Grant Press — Teaching Section consulting editors, Margaret Condrasky and Cathy DiBenedetto, at caflsotls@clemson.edu.