

**Review and Production Procedures:  
UC ANR Publications (Books, 8000s, 7000s) that include material on the use of pesticides  
(July 2019)**

UC ANR Publications Peer Review

1. Author submits manuscript via Manuscript FastTrack; if the manuscript deals with pesticide use, the Author indicates that on the submission form
2. Publications staff assigns manuscript to Associate Editor
3. Associate Editor assesses manuscript (may send it back to Author or reject) and assigns reviewers
4. Reviewers complete reviews
5. Associate Editor issues initial decision
6. Author revises manuscript
7. Previous 5 steps are repeated until the manuscript is accepted
8. Associate Editor submits manuscript to Office of Pesticide Information and Coordination (OPIC) via survey

OPIC Review

9. OPIC Coordinator reviews manuscript for mention of pesticides and their active registration in Department of Pesticide Registration (DPR) database for that crop or use site
10. If pesticide is not registered in DPR database, or if it is not active for that crop or use site, OPIC Coordinator notes as “not OK” or “not approved” and searches for alternative products using DPR database
11. Any details outlining application instructions for a pesticide—for example, preemergence use of an herbicide on dry beans—are referenced and confirmed by as current with the federal and/or California commercial label including any supplemental label
12. OPIC Coordinator forwards manuscript to AE and Author.
13. Follow-up questions or concerns from Author regarding edits are addressed
14. Manuscript forwarded to UC ANR Publications for

UC ANR Publications Production

15. UC ANR Publications Editor assigns publication number and ISBN, edits the manuscript and sends it to Author for review
16. Author reviews and approves edits, iterating with UC ANR Publications Editor as needed
17. UC ANR Publications Editor assigns final manuscript to a Publications designer
18. Designer completes layout and sends to UC ANR Publications Editor
19. UC ANR Publications Editor proofs layout and sends to Author for final review
20. UC ANR Publications Marketing Director writes catalog copy and uploads publication to UC ANR Publications Catalog
21. UC ANR Publications Editor sends notice of publication to Author, Associate Editor and reviewers