

# UAES Journal Paper Number Request

---

The Utah Agricultural Experiment Station (UAES) pays up to \$500 of publication-related costs, including page charges, up to 110 reprints, fees for online access, and/or color figures. To qualify for financial support, the published version of the paper must acknowledge UAES support and include a journal paper number assigned by the UAES Editor. The statement acknowledging UAES support should read

“This research was supported by the Utah Agricultural Experiment Station, Utah State University, and approved as journal paper number XXXX.”

## To request a journal paper number:

Complete this form and send to the UAES Editor (UMC 4850, [Lynnette.Harris@usu.edu](mailto:Lynnette.Harris@usu.edu)). You may submit this form by email by clicking the ‘submit’ icon below.

Title of Manuscript:

Authors:

Proposed Place of Publication:

Faculty member to whom this form should be returned:

UMC:

(Fields below will be completed by the editor)

UAES Journal Paper Number: \_\_\_\_\_

UAES Editor’s Approval: \_\_\_\_\_

UAES Director’s Approval: \_\_\_\_\_

## To request manuscript editing:

Send a copy of your manuscript (formatted according to the intended journal’s style guidelines) and the manuscript editing request form to the UAES Editor (UMC 4850 or [Lynnette.Harris@usu.edu](mailto:Lynnette.Harris@usu.edu)). Priority will be given to early career faculty and those for whom English is not their first language.

## To request payment of publication costs:

Researchers will be responsible for paying publication charges with their own P-card. However, UAES can reimburse publication charges up to \$500 by sending a copy of the P-card receipt, the index associated with the P-card and the UAES journal paper number (JP#) to Dora Brunson ([dora.brunson@usu.edu](mailto:dora.brunson@usu.edu), UMC 4810). Dora will make a transfer of up to \$500 to the index number.

Please note that a UAES journal paper number is needed in order to receive the fund transfer from UAES. If you have any questions, please contact: Dora Brunson 797-0236; Lynnette Harris, 797-2189, or Chris Davies, 797-1900.

**\*\*Fillable pdf forms are NOT accessible through Google Chrome. Please use Firefox, Explorer, or Safari web browsers.**