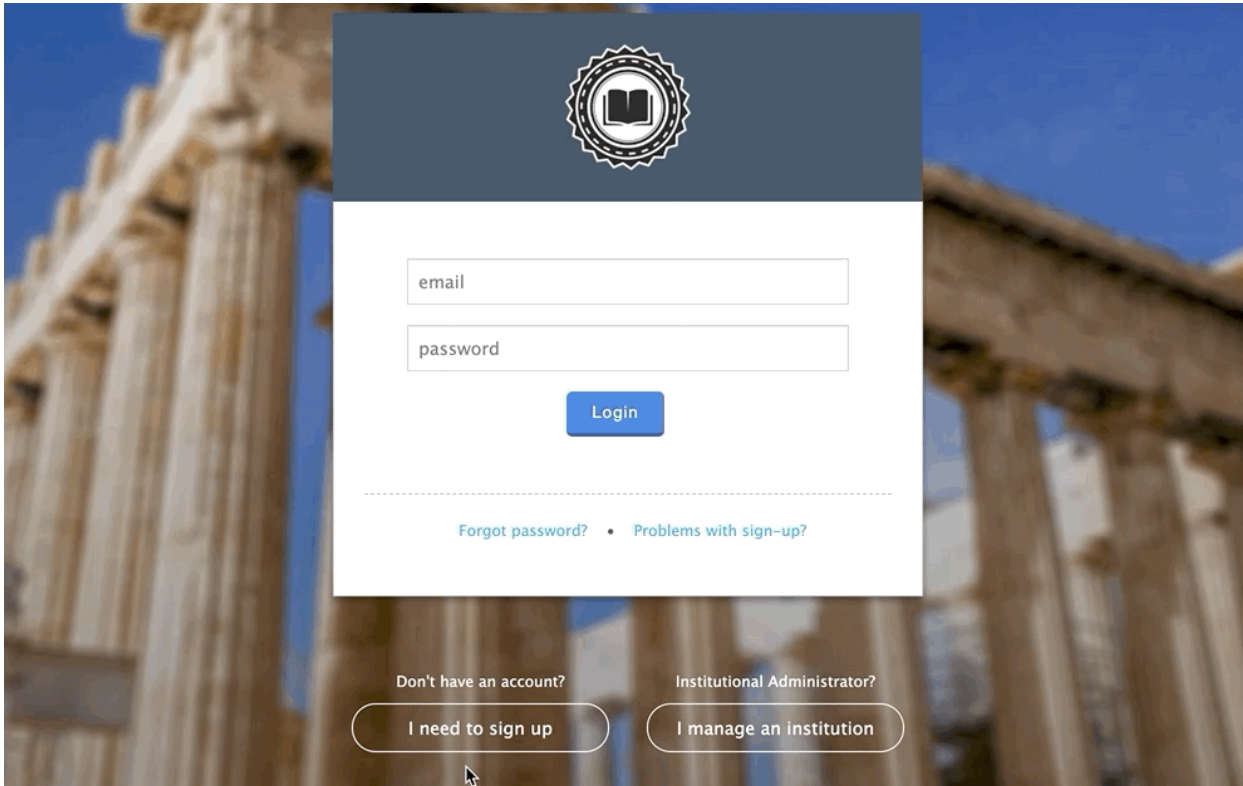


Author Guide for Submitting 4-H Curriculum for National Peer Review

[Instrucciones del autor en español](#)

The first step is to sign up and create your account:



The screenshot shows a login and sign-up interface. At the top center is a circular logo with an open book. Below it are two input fields: 'email' and 'password'. A blue 'Login' button is positioned below the password field. Underneath the login form, there are two links: 'Forgot password?' and 'Problems with sign-up?'. At the bottom of the page, there are two buttons: 'I need to sign up' and 'I manage an institution'.

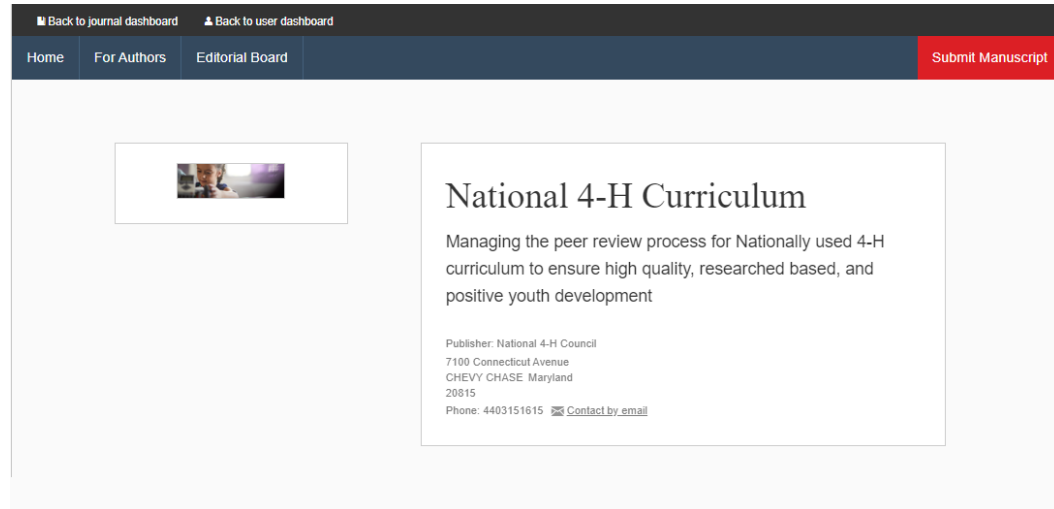
Steps to create your account:

1. Go to <https://app.scholasticahq.com> and click "I need to sign up" if you haven't yet created an account.
 - a. If you already have a Scholastica account, you don't need to create a new one! You can simply log in, instead. If you cannot remember your password, click "Forgot Password".
2. Fill out the entire form and click "signup" at the bottom when you're done
3. Check the inbox of the email address you used to sign up for the confirmation email
4. Click the link in the email to confirm your account
5. Congratulations! You can now sign into your new Scholastica account

After first signing in, you'll be taken to your Dashboard where you can submit a manuscript, create a journal account, and see the latest posts from the Scholastica community.

Find the National 4-H Curriculum journal page

- From your Dashboard, click [Submit a manuscript](#) or [Browse Journals](#).
- Type the journal name: National 4-H Curriculum
- Click on the journal.
- Direct Link to the Journal: <https://4h.scholasticahq.com/for-authors>



Submit your curriculum manuscript

- On the journal profile, click [For Authors](#) to read the submission guidelines. **Download and complete the submission worksheet** that you will need to turn in with your curriculum submission. This is necessary in order to assign peer reviewers and for them to effectively evaluate the curriculum. Any submissions that do not include this worksheet will not move forward in the review process.

Back to journal dashboard Back to user dashboard

Home For Authors Editorial Board Submit Manuscript

For Authors [Submit Manuscript](#)

The curriculum development process focuses on a youth-centered approach that provides opportunities for exploration and reflection on learning experiences. Youth direct their learning based on their interests and their individual learning preferences.

4-H learning materials strive to have intentional educational objectives that support one or more outcomes of the 4-H logic models. 4-H management teams provide oversight for the outcomes that guide the development of educational materials.

4-H curriculum is defined as the sum total of all intentional learning experiences. Curriculum includes:

- Outputs such as: meetings, events, workshops, trainings, field trips
- Activities such as: club, school enrichments, afterschool, and camps
- Inputs such as: print, web-based, and other technology based sources of educational information.

These curriculum development tools provided on 4-H.org assist writers in creating activities based in 4-H experiential and inquiry learning methodology.


The connection between experiential learning and inquiry-based learning makes 4-H learning unique. Through project experiences youth generate their own questions and guide their own learning. It's the facilitator's role to encourage inquiry by the youth. It's the writer's role to create curriculum materials that help leaders facilitate this process.

All 4-H curriculum must be created by or in partnership with youth development Extension staff at a Land-grant Universities.

When submitting curriculum for peer review you will need to include both the [submission worksheet](#) and a pdf copy of the curriculum you are submitting.

- After you have downloaded the submission worksheet, fill out the form and save it to your computer so that you can submit it along with your curriculum.
- When your curriculum (manuscript) and the submission worksheet is ready, click [Submit Manuscript](#).
- Enter your curriculum's details. The curriculum (article) title, curriculum description (abstract) and keywords are required. As you type keywords, make sure to type a comma after the keyword itself.
 - Include keywords to identify the topic area (healthy living, science, Ag, etc.), state(s) and institution(s) that developed the curriculum, etc.
- PRIMARY MANUSCRIPT: Upload your primary curriculum manuscript file by clicking [Choose file](#) and navigating to it on your computer. Once you've selected the file, click [Upload file](#) to finish adding the file. Read more: [What file types do you support?](#)
- SUPPORTING FILE: Upload your submission worksheet that you previously downloaded as a supporting file by clicking [Choose file](#) and navigating to it on your computer. Once you've selected the file, click [Upload file](#) to finish adding the file. Read more: [What file types do you support?](#)

- Your author details will already be filled as the primary contact author. You can add additional authors by clicking `Add another author` and entering their information. The additional authors cannot log in to access the manuscript or read any reviews that may be shared -- that is restricted to the primary author.
- Click `Continue to next step`.
- On the Confirm and Submit page, double-check the details you've entered. If you need to make any changes, click `Go Back`.
- When everything looks correct, click `Submit Manuscript`.
- You'll be brought back to your dashboard and sent a confirmation email.




Add Manuscript Information

Confirm & Submit

1 Add Manuscript Information

Please be sure to review [the submission guidelines](#) for National 4-H Curriculum in order to ensure your manuscript is eligible.

 **Manuscript Details**

Title * •

Abstract *

Keywords *

Enter keywords one at a time then type a comma (",") so it becomes a blue tag. All keywords will be lowercased.

Primary Manuscript File *

Manuscript

Supporting Files

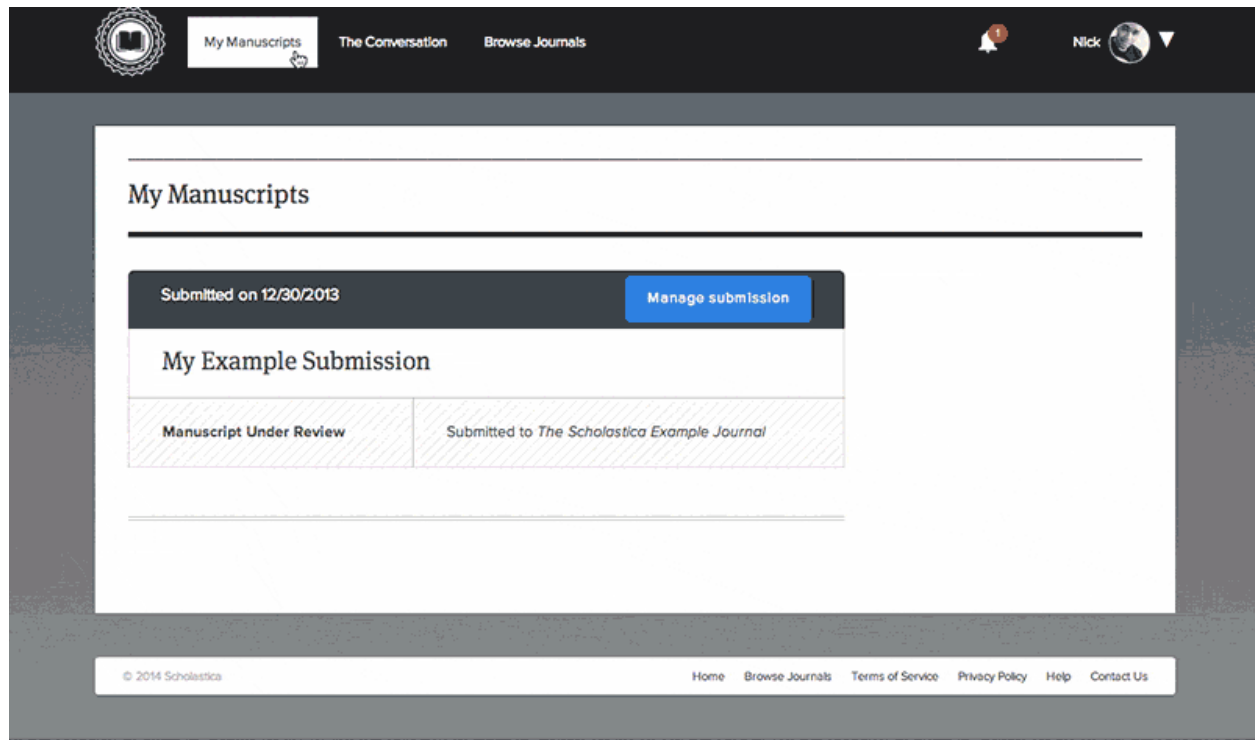
Adding files AFTER SUBMITTING

After you've submitted your manuscript, you can still add supplemental files like additional data, or your CV. Note: the Add File button is not available if you have submitted to a law review. You can send supplemental files to the editors of the law reviews to which you've submitted via Discussions. Read more: [Attaching files to Discussions](#)

- From your Dashboard, click [My Manuscripts](#).
- Find the manuscript and click [Manage Submission](#).
- Click [Add another File](#).
- Enter a description, and click [Add file](#) to select the file.
- Click the [Save new file](#) button.

Withdraw your curriculum/manuscript:

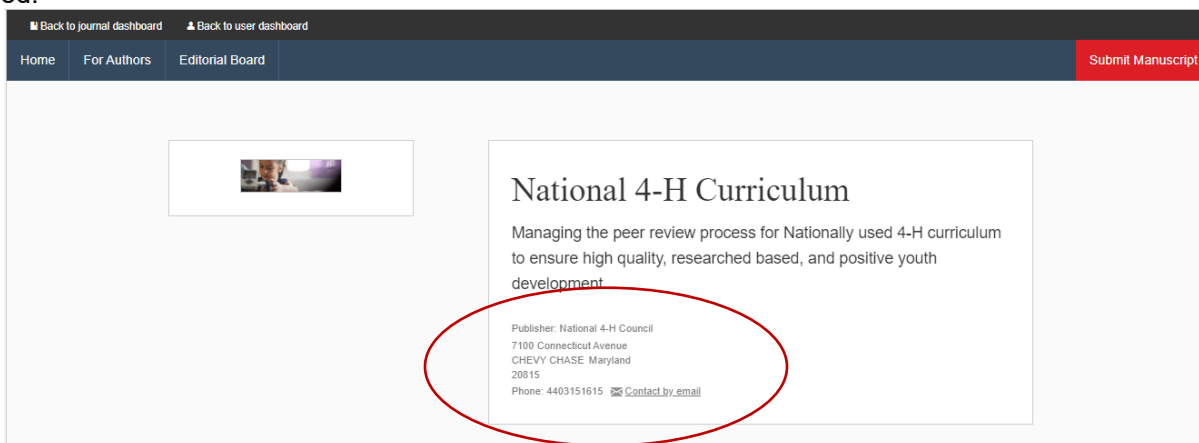
- From your Dashboard, click [My Manuscripts](#).
- Find the manuscript and click [Manage Submission](#).
- Click the gear icon.
- Click [Withdraw manuscript](#) and then click [OK](#) to confirm withdrawing the manuscript.
 - NOTE : Withdrawal is permanent and indicates to the journal in-question that you no longer wish for them to consider that curriculum for peer review.



Message the National 4-H Curriculum journal

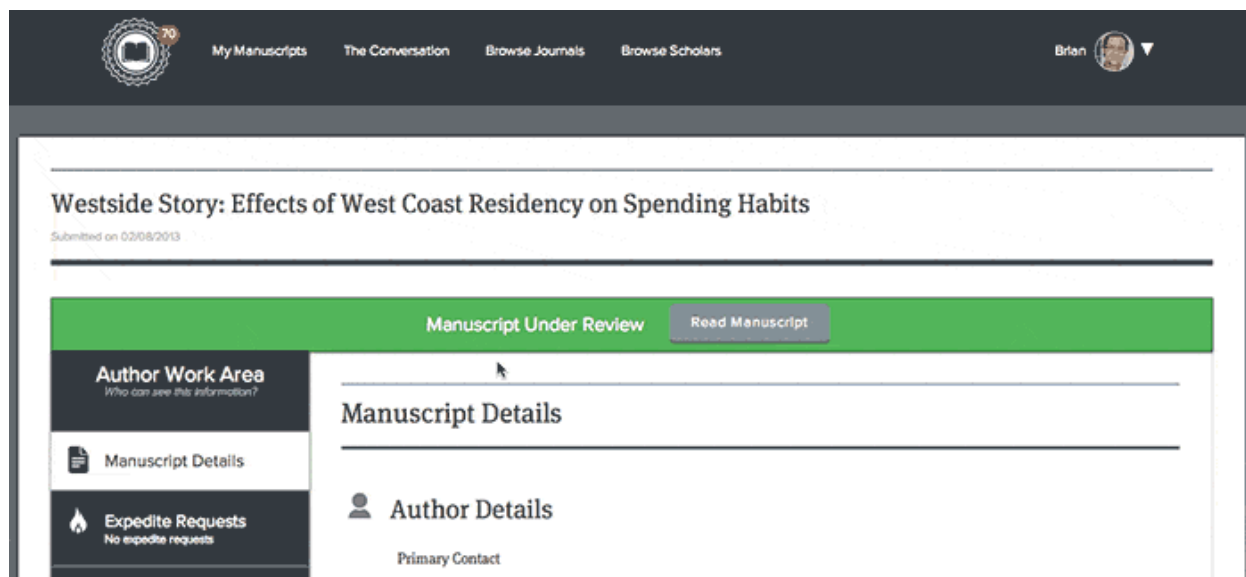
Before you've submitted

- Journals can be contacted via email on their profile pages.
- You can search or browse journals on the [browse](#) page.
- Click "Contact" on the journal's profile page; an email message to the journal's primary contact will be opened.



After you've submitted

After you've submitted your manuscript, you can start a discussion with the journal about it in the Author Work Area for the manuscript. Read [How do discussions work?](#) to learn how.

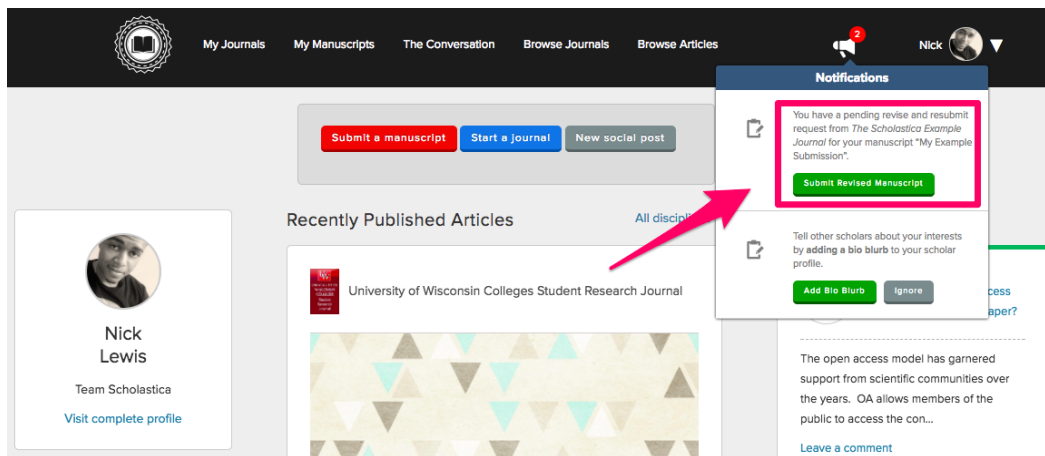


Curriculum Review Decisions

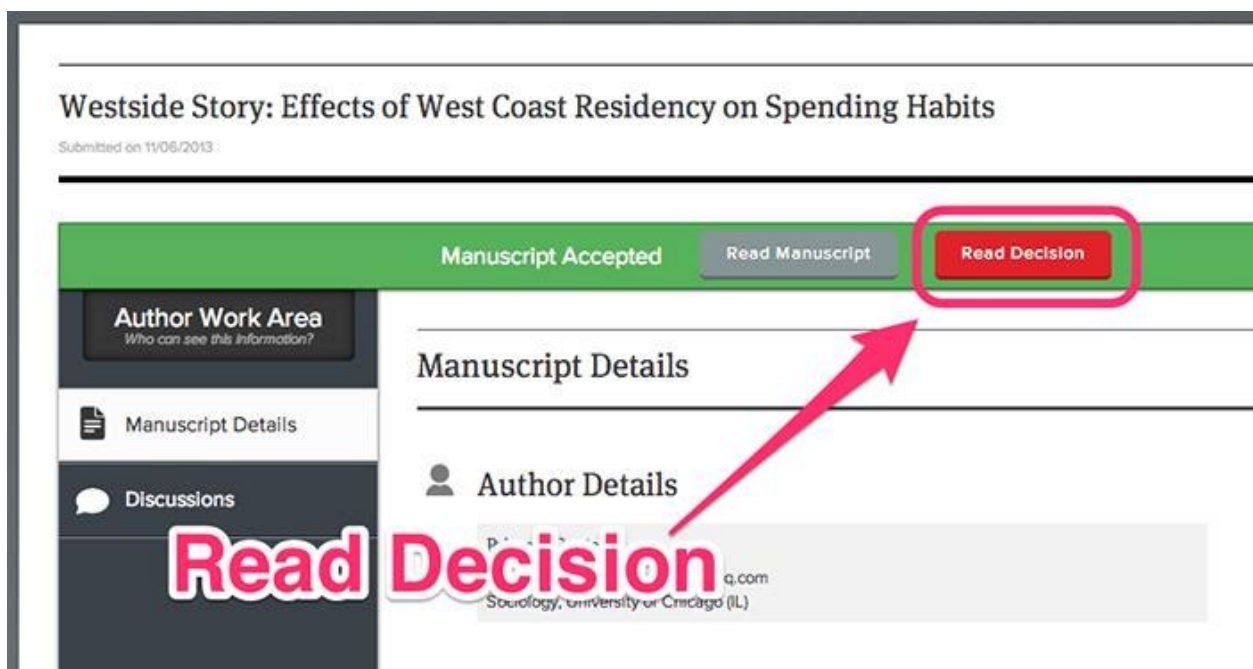
Scholastica helps authors receive and act on decisions about their manuscripts quickly and easily. This section of the author guide describes where you'll find decisions and how to resubmit manuscripts that have been revised:

Receive the decision

- You'll be notified of publication decisions via email and by an alert on your Dashboard.

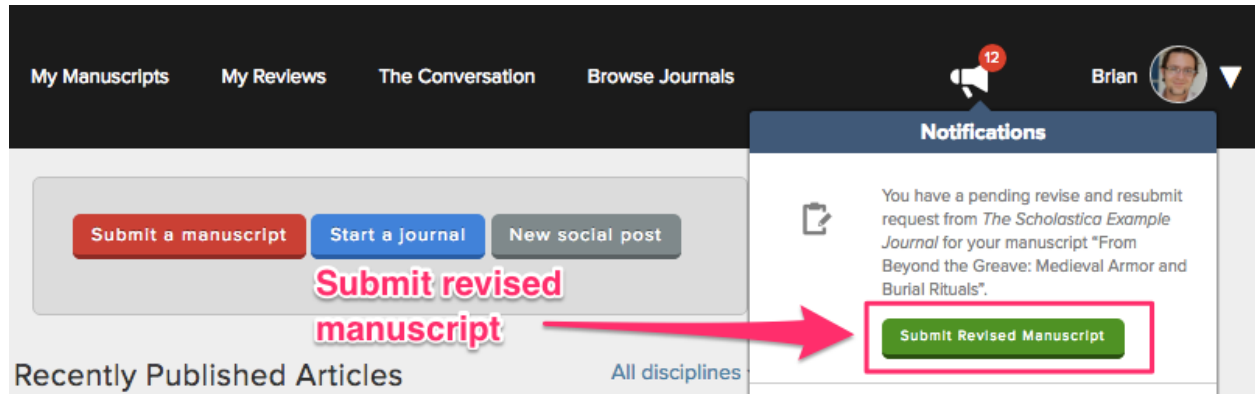


- To view a decision from your Dashboard, click [My Manuscripts](#).
- Find the manuscript and click [Manage Submission](#).
- Click [Read Decision](#).



Revise and resubmit

- If you have received a decision of "Revise & Resubmit", you will have the option to re-submit the manuscript.
- Once you've made any requested changes to the manuscript, you can resubmit it via the Manuscript Details page as well as directly from your dashboard.



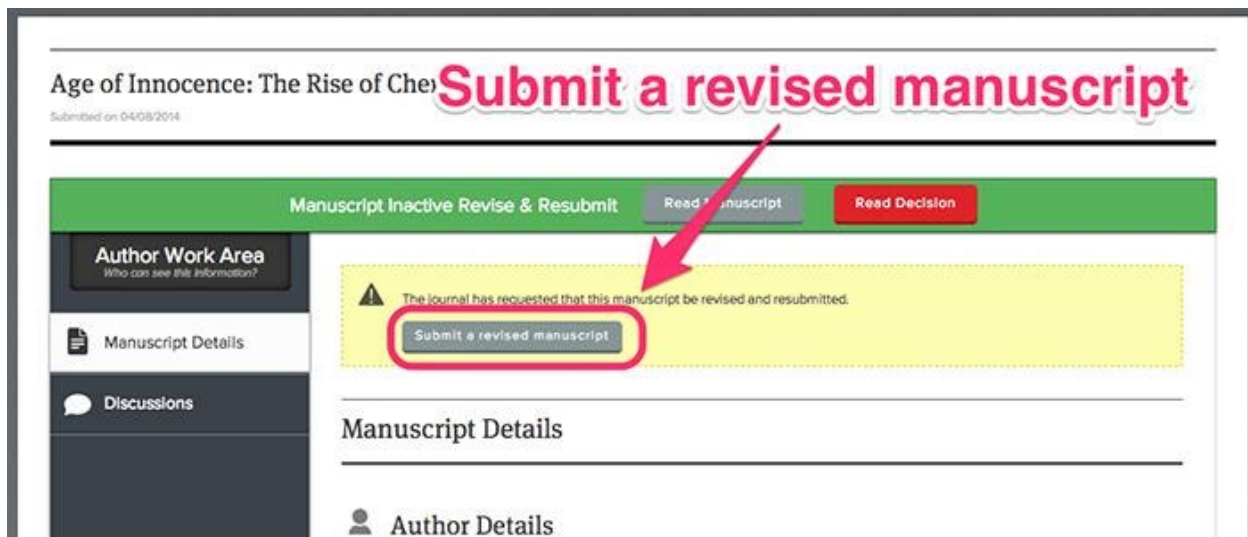
Notification of R&R on your Dashboard

- To resubmit from your Dashboard, click the `Submit Revised Manuscript` button.
- The manuscript will also be listed on the My Manuscripts page. Click `My manuscripts` and then find the manuscript. Click `Manage Submission`.



Revise and Resubmit on My Manuscripts page

- Click `Submit a Revised Manuscript`.



- Edit the manuscript details if necessary like the manuscript title, abstract, and keywords.
- Upload the revised file by clicking `Choose file` and navigating to it on your computer. Once you've selected the file, click `Upload file`.
- Click `Continue to next step`.
- On the Confirm and Submit page, double-check the details you've entered. If you need to make any changes, click `Go Back`.
- When everything looks correct, click `Submit Manuscript`.
- You'll be brought back to your dashboard and sent a confirmation email.

- Read more:
 - [How do I tell if my article has been submitted successfully?](#)
 - [I misspelled words in my document, can I switch out the file?](#)
 - [What information about authors do editors have access to?](#)
 - [Can I change my account's email address?](#)