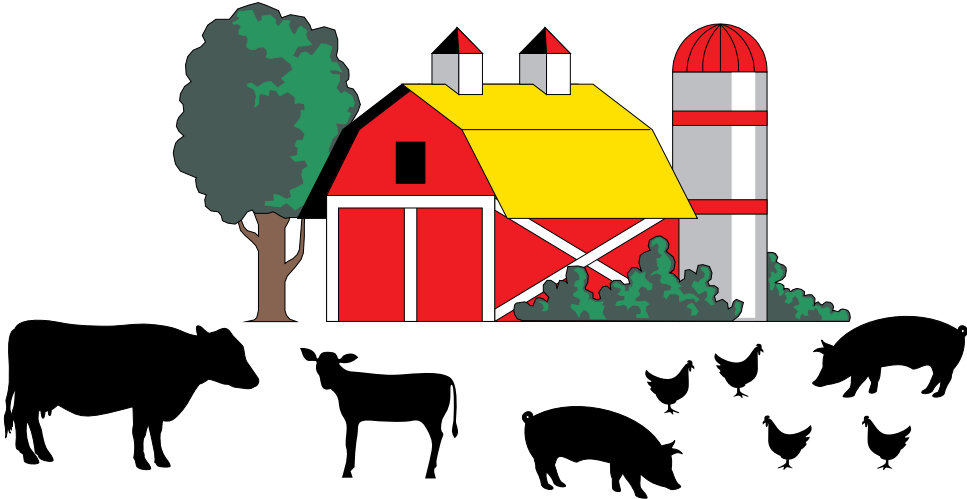
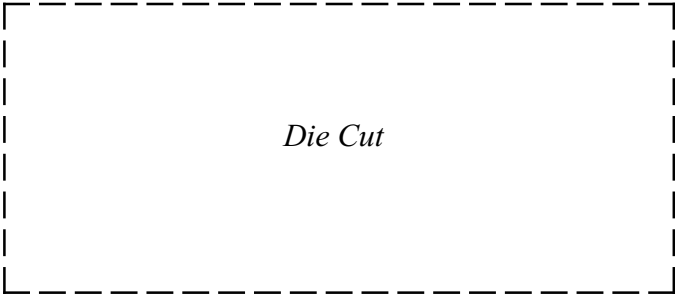


ID-111A



COOPERATIVE EXTENSION SERVICE
UNIVERSITY OF KENTUCKY • COLLEGE OF AGRICULTURE

Agricultural Demonstrations





Guidelines for Publishing Results of County Agricultural Demonstrations

Each year hundreds of demonstrations are conducted by County Agricultural Extension Agents across Kentucky. The results of these demonstrations should be documented and kept on file for later use.

In an effort to organize the results of all demonstrations, the following guidelines are suggested:

- Use the front and back covers now available through the Department of Agricultural Communications. Request these through the publication order entry system, item ID-111A.
- Set up your county name and the year in large type and position it to show through the cut-out box on the pre-printed covers. Be sure that the information will fit in the space and not be too large. You may include additional information on this page towards the bottom, such as the full address of your county office.
- The first item after the inside front cover should be an introduction written by the County Agricultural Extension Agent. This should be a general summary of any internal or external factors affecting the demonstration results, and should be no more than two pages for each commodity or type of demonstration.
- Acknowledgements of every person involved in the demonstrations should be included in the printed piece, preferably in the beginning.
- Insert a contents page if the publication exceeds ten pages and contains a variety of demonstration results. The contents provides the reader with quick access to the various sections of the publication. If you include a contents page, number all of the pages in the publication (this is a good idea anyway, to facilitate copying).
- Publish the results of all county agricultural demonstrations on a yearly or seasonal basis. Organize the results of various demonstrations within the publication, so that information is easily found. For example, the corn yield, beef, and soybean sections of your demonstration results could all be printed on different colors of paper to distinguish them from each other.
- The actual demonstration results should be printed and arranged in a neat and orderly fashion. Remember, producers are going to use this publication as a quick reference, so the bottom line should be easy to find.
- Use suggestions from each commodity committee to determine what results and analysis to print for each demonstration.
- Insert pictures, especially in method demonstration results, to help the reader better understand what was achieved. Remember, one picture is worth a thousand words.



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