

## Updating/Reviewing your *JAE* profile:

To view/edit your profile, please:

1. Log in to the journal website (<https://jae-online.org/index.php/jae/login>).
2. Select the photo icon in the upper right corner to display the menu.
3. Select "View Profile" from that menu.

### **Identity tab:**

*Username:* Your *JAE* profile username will appear here.

### **Name:**

Please enter your name exactly as you wish it to appear in any publications. The information used in the "How to Cite" textbox on an article's webpage is pulled exclusively from the "Given Name" and "Family Name" fields.

### *Given Name:*

1. This is also known as your first name. (e.g., Brian).
2. If you would like your middle name or middle initial to appear in publications, please include it in this textbox (e.g., Brian E.).

### *Family Name:*

1. This is typically your last name (e.g., Myers)
2. Names are alphabetized by the data in this textbox.

### *Preferred Public Name:*

1. Please leave this section blank, as the publication system (PKP) does not use it when generating citations. Use the textboxes above to enter your name as you wish it to appear.

Select "Save" to save any changes.

### **Contact tab:**

*Email:* All communications from the *Journal of Agricultural Education* will be sent to this email.

*Signature:* Please leave this section blank.

*Phone:* Optional

*Affiliation:* Enter the name of your institution/university.

*Mailing Address:* Please leave this section blank.

*Country:* Select your country of residence from the drop-down menu.

Select "Save" to save any changes.

### **Roles tab:**

**Roles:** Please select all the roles you wish to have with the *Journal of Agricultural Education*.

*Reader:* Read all published articles; receive communication from *JAE*.

*Author:* Submit manuscripts for review; read all published articles; receive communication from *JAE*.

*Reviewer:* Review manuscripts considered for publication; receive communication from *JAE*.

*NOTE:* If you wish to serve as a Reviewer, please review the [Reviewer Criteria](#) to ensure you are eligible to serve in this role. Please enter information in the User Details section regarding "Reviewer Interests."

*Reviewing interests:*

1. Individuals interested in serving as reviewers for the journal are asked to indicate their reviewing interests. Having accurate information in the reviewer's interest section of your reviewer profile will help ensure you are asked to review manuscripts that most closely align with your interests.
2. Please use the following structure when entering information in the reviewer interests section of your profile. Click the Enter key after each keyword.
  1. Current position type: faculty, emeritus faculty, industry, etc.
  2. Research method(s) you are willing to review (enter all that apply): qualitative, quantitative, mixed methods, case studies, etc.
  3. Broad research interests (enter all that apply): Agricultural Communications, Agricultural Education, Agricultural Leadership, Extension Education, International Extension, etc.
  4. Specialty research interests (enter all that apply): SBAE, consumer choice, professional development, career decisions, STEM, community development, survey design, etc.

**Public tab:**

*Profile Image*: Please leave this section blank.

*Bio Statement*: Please leave this section blank.

*Homepage URL*: Please leave this section blank.

*ORCID ID*: If you have an ORCID ID, please enter that information here and select the “Authorise and Connect your ORCID ID” button. *JAE* encourages all authors and reviewers to have an ORCID ID.

Select “Save” to save any changes.

**Password tab:**

1. Leave the password fields blank to keep the current password.
2. Enter a new password if you are changing your password.
3. The password must be at least 12 characters.

Select “Save” to save any changes.

**Notifications tab:**

Select the system events that you wish to be notified about.

Select “Save” to save any changes.

**API Key tab:**

Follow the instructions if you wish to enable external applications with the API key to access your account.

Select “Save” to save any changes.