

Updating/Reviewing your *JAE* profile:

To 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 "Edit Profile" from that menu.

Name:

Information should list your name as you wish it to appear in any publications.

Given Name:

1. This is also known as your first name. (e.g., Brian).
2. If you wish to include a middle name or middle initial, please include it in the "Given Name" text box (e.g., Brian E.).

Family Name:

1. This is also known as your last name.
2. User data is alphabetized by Family/Last Name.

Preferred Public Name:

1. If you prefer to have your name listed publicly other than your given name, as listed above, enter that information into this text box. Otherwise, leave this text box blank.
2. Please list your complete name as you wish it to appear – First and Last Name (e.g., Bob Smith).

Username: Your username will be listed here.

Contact:

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

Password:

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 six characters.

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

User Details: Please select "More User Details" to view this menu

Homepage URL: Optional

Phone: Optional

ORCID ID: If you have an ORCID ID, please enter that information here.

Reviewing interests:

1. Individuals interested in serving as reviewers for the journal are asked to indicate reviewing interests. Having accurate information in the reviewer interest information in 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: graduate student, PhD candidate, 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.

Affiliation: Enter the name of your institution/university.

Bio Statement: Please leave this section blank.

Mailing Address: Optional

Signature: Please leave this section blank.

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

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

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

NOTE: Please enter information in the User Details section regarding "Reviewer Interests."

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

Select "OK" to save the changes to your profile.