

Philosophy Underlying and Policies Governing the Publications of The *Journal of Agricultural Education*

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Philosophy Underlying the Publication of the *Journal*

The *Journal* is to promote the profession of agricultural education by facilitating and expediting communication among members of the profession to the end that results of research, trends, developments, and innovations in agricultural education are widely shared. We possess a broad view of agricultural education that includes extension education, communications, leadership development, teacher education, and related areas that support the agricultural sciences.

Policies Governing the Publication of the *Journal*

Editing-Managing

1. The *Journal of Agricultural Education* (i.e., the “*Journal*”) shall be published under the oversight of the Editing-Managing Board (i.e., the “board”).

- The nine-member board shall consist of three members from each of the three regions of the AAAE.
- Board members will be elected at regional business meetings and serve staggered three-year terms which start at the National AAAE Conference following their election.
- If a board member is unable to complete their term (e.g., leaves academia, moves regions), the appropriate region will elect a replacement for the remainder of the term.
- The board will elect a chair and secretary annually at the final meeting before the AAAE Conference. Officers will serve a one-year term.
 - The duties of the chair include: schedule board meetings and invite participants, solicit discussion topics for board meetings, facilitate board meetings, make the annual report to AAAE, communicate policies to newly elected board members, support selection of author awards annually, facilitate replacement of board members, appoint a chair in their absence, coordinate election of the editor-elect, and facilitate election of the next board chair and secretary.
 - The duties of the secretary include: take minutes during board meetings, save minutes so they are accessible to current and future board members, appoint a secretary in their absence, and relay changes to this policy document where appropriate.
- The editor-elect, editor, and past editor (i.e., the “editorial team”) shall be invited to attend meetings and provide information but shall not be voting members.

2. The duties of the Editing-Managing Board shall include:

- Annually appointing an editor-elect for the *Journal* and confirming the appointments of the editor and past-editor.
- Cooperating with the editorial team to ensure the *Journal* is a refereed publication.
- Advising the editorial team concerning any matters which they may refer to the board.
- Establishing such policies as may be deemed necessary for the orderly development and publication of the *Journal*.
- Determining the number of issues to be published each year considering the recommendations of the AAAE and the editorial team.
- Establishing subscription rates for the *Journal* for those agencies and individuals of AAAE.
- Making an annual report to the AAAE.
- Reviewing the *Journal* management system every five years, or as necessary.
- Monitoring emerging publishing and university trends that impact *Journal* operations, in collaboration with the editorial team.

3. The editorial team shall consist of three members, each serving consecutive one-year terms as editor-elect, editor, and past-editor. The responsibilities of the editorial team are outlined in the editorial team policies.

Manuscript Review

1. Manuscripts shall be selected for publication in the *Journal* on the basis of being:

- Relevant and significant to agricultural education; including manuscripts detailing reports of relevant research, philosophical considerations, historical studies, or other relevant manuscript types.
- Timely in content.
- Written in a scholarly manner.
- The original work of identifiable persons and not that of anonymous authors.
- In conformity with established priorities of content for specific issues.
- In conformity with the Manuscript Preparation and Submission Guidelines of the *Journal*.

2. The following procedures will be followed in the review process.

- An initial distribution of a blinded manuscript will go three referees.
- A manuscript rejected by the reviewers a third time may not be resubmitted to the *Journal*.
- Reviewers may, at their discretion, submit manuscripts to online databases or use other methods to authenticate the originality of the work under review.
- Any manuscript not receiving timely attention by authors (i.e., no response to editorial requests for 12 months) may be rejected at the discretion of the editorial team.

Publishing Guidelines

- There is no specific number of articles which determine an issue of the *journal*. The editorial team has the discretion of determining the number of articles per issue. Decisions shall be communicated to the board via regular updates.
- The editorial team shall follow the principle of timeliness in publishing the *Journal*, including adopting a “rolling publication” approach at their discretion.
- The editorial team shall have the discretion of determining formatting changes of the *Journal*. The editorial team’s decisions shall be communicated to the board via regular updates.

Business Operations

1. The *Journal of Agricultural Education* shall be financed from money obtained from AAAE dues; from subscriptions sold to libraries; publishing fees for individuals not members of the American Association for Agricultural Education; and other sources determined by the Editing-Managing Board and editorial team.
2. Business operations of the *Journal of Agricultural Education* shall be shared by the editorial team and the AAAE Executive Director as follows:
 - For member subscriptions, the AAAE Executive Director will provide a list of current AAAE members to the editorial team. The editorial team will make sure AAAE members have access to the *Journal*.
 - For Library Subscriptions:
 - The past editor will maintain the JAE library subscription database.
 - The past editor will send out library subscription renewal requests in December. The renewal forms will indicate the renewal agreements and payments should be sent to the AAAE Executive Director.
 - The AAAE Executive Director will receive all subscriptions. Once received, the executive director will deposit checks, make copies of the subscription renewal forms, and send copies of the paperwork to the past editor for entry in the library subscription database.
 - The past editor will give each subscriber access to the *Journal* in the online system.
 - The past editor will serve as the contact person for problems related to library subscription access.

Author Awards

The chairperson of the Editing-Managing Board shall serve as chairperson of the *Journal of Agricultural Education* Outstanding Article Committee.

- The editorial team shall annually select the 15 best articles from the present volume of the *Journal* and submit them to the past chair of the Board as candidates for outstanding article for the volume. The editor shall consider reviewer evaluations when determining the quality of manuscripts. For example, accept or accept with minor revisions are used as the first sort. The past chair will then convene a committee of three AAAE members (e.g., fellows), one from each region, to select the outstanding *Journal* article for that volume. The committee evaluates the articles using a rubric and z-scores are computed.
- The committee will select the outstanding article, a first runner-up, and a second runner-up. Award recipients will be recognized during the annual meeting of AAAE. An engraved plaque shall be awarded to the author(s) of the outstanding article, and framed certificates to the first and second runners-up. The Outstanding Article Committee Chairperson shall be responsible for arranging for the engraved plaque(s) and framed certificates, and have them available for presentation at the annual AAAE meeting.

Ethical Standards

In adherence to ethical standards of research and publication, the following guidelines are to be observed:

- The manuscript must be prepared for anonymous review. Information identifying the author, state, and/or university should be omitted and replaced with [brackets].

- Authors must report effect sizes when reporting statistical significance for quantitative data analyses.
- All authors must certify the originality of their research, confirming that it has not been previously published. Additionally, authors must certify that they possess written or electronic permission to use copyrighted materials and have adhered to regulations regarding human subjects' use in research at their home institution. Authors are also expected to disclose whether any portions of the manuscript have been previously published. The author agreement form, signed prior to publication, will provide an opportunity to verify these standards.

Use of Artificial Intelligence (AI)

The *Journal of Agricultural Education* discourages the submission and publication of content created by artificial intelligence, language models, machine learning, or similar technologies, unless part of formal research design/methods, enhancement of writing quality, and readability. AI-assisted technologies do not meet the *JAE* criteria for authorship and, therefore, may not be listed as authors or co-authors. Authors who use AI-assisted technologies as components of their research study or as aids in the writing or presentation of the manuscript should note this in the acknowledgments section of the manuscript. Detailed information should also be provided in the methods section for AI-assisted methods: The full prompt used in the production of the work, as well as the AI tool and its version, should be disclosed. Authors are accountable for the accuracy of the work and for ensuring that there is no plagiarism. *JAE* prohibits editors and reviewers from employing AI technologies in the article review process

JAE Dual Publication Policy and Retraction Procedure¹

The *Journal of Agricultural Education* promotes the profession by facilitating and disseminating research, trends, developments, and innovations in agricultural education. In order to accomplish this, the *Journal* insists that researchers and authors:

- Present findings based on actual research data.
- Take credit and responsibility for the research they perform.
- Publish original research, philosophical and/or historical work, and research findings.

The journal editor, in consultation with the *JAE* Editing-Managing Board, will consider retracting a publication for the following reasons:

- It constitutes plagiarism.
- They have clear evidence that the findings are unreliable, either as a result of major error (e.g., miscalculation or experimental error) or as a result of fabrication (e.g., of data) or falsification (e.g., image manipulation).
- The findings have previously been published elsewhere without proper attribution to previous sources or disclosure to the editor, permission to republish, or justification (i.e., cases of redundant publication).
- It contains material or data without authorization for use.
- Copyright has been infringed, or there is some other serious legal issue (e.g., libel, privacy).
- It reports unethical research.
- It has been published solely on the basis of a compromised or manipulated peer review process.
- The author(s) failed to disclose a major competing interest (aka, conflict of interest) that, in the view of the editor, would have unduly affected interpretations of the work or recommendations by editors and peer reviewers.

The journal editor will consider publishing a letter of concern if inconclusive evidence of research or publication misconduct by the authors is received. The journal editor will consider publishing a letter of correction if a small portion of a publication proves to be misleading, includes an honest error, or because the author list is incorrect.

Retractions, letters of concern, and letters of correction will be published in the *Journal of Agricultural Education* as soon as possible by the journal editor. Retracted articles are removed from the online journal. Letters of concern and correction are appended to online journal articles. Articles may be retracted by their author(s) or journal editor. Authors who wish to appeal a retraction, letter of concern, or letter of correction may appeal directly to the *Journal of Agricultural Education* Editing Managing Board. This board will be the sole and final arbiter of the appeal. By submitting a manuscript for review for publication in the *Journal of Agricultural Education*, all of the manuscript's authors agree to the provisions outlined in this document. The *Journal* does not consider papers presented at a research conference and then published in the *Journal* to be redundant publications.

ⁱ Portions of this document were derived from the 2019 retraction guidelines provided by the Committee on Publication Ethics. COPE (Committee on Publication Ethics) is committed to educating and supporting editors, publishers, universities, research institutes, and all those involved in publication ethics. COPE aims to move the culture of publishing towards one where ethical practices become a normal part of the culture itself. COPE Council. COPE Retraction guidelines — English.
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