

Post-Acceptance Manuscript Preparation and Submission Guidelines

Journal of Agricultural Education

A Publication of the American Association for Agricultural Education

Authors should follow these guidelines when preparing final versions of manuscripts for publication in the *Journal of Agricultural Education (JAE)*. Unless otherwise indicated, manuscripts must adhere to the guidelines specified in the Seventh Edition of the Publication Manual of the American Psychological Association (APA7). Manuscripts that deviate from these guidelines will not be published.

In order to streamline the copyediting process, ensure timely publication, and keep the publication period as concise as possible, authors are encouraged to make the necessary revisions and resubmit a manuscript promptly. A prompt response will contribute to maintaining an efficient publication process. Manuscripts in the “Approved” or “Proof Review” statuses for longer than one month with no response may regrettably be moved to “Decline” status.

JAE formatting guidelines:

1. Manuscripts must not exceed 15 single-spaced pages, excluding references.
2. Do not include a title page.
3. Begin the document with the title aligned to the left, capitalizing major words.
4. Following the title, include an abstract of up to 250 words summarizing the study’s purpose, methodology, key findings, and actionable recommendations.
5. Other than directed, do not include active hyperlinks, headers, or footers.
6. Insert page numbers centered in the footer of each page.
7. Use Times New Roman typeface in 11-point font size.
8. Maintain one-inch margins on all sides.
9. Indent the first line of each paragraph by ½ inch using the tab function.
10. Create tables using the “Table” function.
11. Place tables and figures near the relevant text.
12. Create lists using the “Bullets” or “Numbering” functions.
13. Utilize the special character function for Greek letters and mathematical symbols.
14. Use personal pronouns (“we” or “I”) when referring to the author(s) to provide clarity.
15. Include a DOI for all works with a DOI, regardless of whether you used the online or print versions. Follow the current recommendations of the International DOI Foundation to format DOIs in the reference list, which, as of this publication, is as follows: <https://doi.org/xxxxx>.
16. Place appendices at the end of the document, starting each on a new page.

Editing Specifications:

1. Changes recommended by reviewers should be addressed. Include a cover letter to the editors that explains the changes you have made. If you disagree with a recommended change, consult the editor to determine if a change is needed.
2. Double-check that the citations in the text match those in the reference list and that no extraneous references not cited in the text are listed.
3. The information identifying the author, state, and/or university removed for the manuscript’s anonymous review must be entered.

Submitting:

1. Review all information for the manuscript in the “Publication” Tab. This information will be included in the published version of the manuscript as entered here.
 - a. The title must match what is on the manuscript.
 - b. Ensure the abstract is correct and does not contain “blinded” information.
 - c. Review the “Contributors” section to ensure correct author information and order.
 - d. Review Metadata to ensure keywords are correct.
 - e. Ensure the “References” section contains all references from the final version of the manuscript.
2. The final manuscript should be saved as a Microsoft Word .docx file.
 - a. Name the file using the lead author’s last name, the manuscript number, and the word “Final” (e.g., Author_1234_Final.docx).
3. All authors must sign the *Journal of Agricultural Education* Publication Agreement.
 - a. Multiple forms are permitted if needed, but please join multiple pages into a single .pdf document.
 - b. Name the file using the lead author’s last name, the manuscript number, and the words “Publication Agreement” (e.g., Author_1234_Publication Agreement.pdf).
4. Select the provided link in the email with the editor’s decision, or log in and access the relevant manuscript from the dashboard.
 - a. Select the “About” link in the upper bar of the [JAE webpage](#).
 - b. Select “Submissions.”
 - c. Select the “view your pending submissions” button.
 - d. Select the relevant manuscript.
 - e. Select the “Copyediting” tab.
5. Submit the files under the “Copyediting Discussions” section of the “Copyediting” tab.
6. Use the “Upload/Select File” link to upload your final documents.