

## **Manuscript Preparation and Submission Guidelines** (Revised October 14, 2024)

*Journal of Agricultural Education*  
A Publication of the American Association for Agricultural Education

Authors should follow these guidelines when preparing manuscripts for review for publication in the *Journal of Agricultural Education (JAE)*. Manuscripts that deviate from these guidelines will not be reviewed.

### **Membership in the American Association for Agricultural Education (AAAE)**

To have a manuscript reviewed, at least one author must be a current member of AAAE, including active, associate, student, honorary, or retired life members. The editorial team consults the membership directory for every manuscript. Alternatively, authors can pay a \$500 fee per manuscript to waive the membership requirement. Checks should be made to the American Association for Agricultural Education and sent to:

Dr. Marilyn Trefz  
AAAE Executive Director  
1050 Little Bear Place  
Lewis Center, OH 43035

### **Preparing your manuscript**

Authors are expected to adhere to the guidelines specified in the Seventh Edition of the [\*Publication Manual of the American Psychological Association\*](#) (APA7) unless otherwise indicated. The APA Publication Manual offers valuable instructions for crafting a manuscript.

#### JAE formatting guidelines:

1. Manuscripts must not exceed 15 single-spaced pages, excluding references.
2. Do not include a cover letter or 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.
17. Submit the manuscript as an MS Word file (.doc, .docx, or .rtf).

### Submission Instructions:

1. Select the “About” link in the upper bar of the [JAE webpage](#).
2. Select “Submissions.”
3. Select “Make a new submission.”
4. “Start” tab:
  - a. “Section” dropdown menu - Select the *Journal of Agricultural Education*.
  - b. Read and acknowledge the submission requirements by selecting each box.
    - a. Comments for the editor are available if needed.
    - b. Acknowledge the copyright and privacy statements.
    - c. Select “Save and Continue.”
5. “Upload Submission” tab:
  - a. Select “Upload File” or “Add File” and select the document you wish to upload.
  - d. Select “Article Text” for “What kind of file is this?”
  - e. Select “Save and Continue.”
6. “Enter Metadata” tab: – attributing information for this submission will be captured here. All information should be entered as the author(s) wish it to be listed in the final publication.
  - f. List the full title and copy and paste the full abstract.
  - g. Add all author contributor information in the “List of Contributors.”
    - i. Authors should be listed in authorship order.
    - ii. Including name used for publishing, email, country of residence, ORCID ID, affiliation, bio statement, and their role.
    - iii. Select the principal contact (corresponding author).
  - h. Enter “Keywords”. Please ensure to click enter after each keyword.
  - i. Add Supporting Agencies if relevant. If more than one, click enter to separate these acknowledgments by clicking enter after each.
  - j. Enter “References” - Copy/paste the references from the manuscript into this section.
  - k. Select “Save and Continue.”
7. “Confirmation” Tab:
  - a. Select “Finish Submission.”

### Resubmissions:

When resubmitting a manuscript for review that received an editor’s decision of “Revisions Required” or “Resubmit for Review,” a separate document must be submitted with the revised manuscript that adheres to the following guidelines:

1. State how the author(s) addressed the reviewers’ comments from the previous review round.
2. Do not use the “track changes” feature or include comments in the manuscript. The manuscript must adhere to all the manuscript formatting guidelines.
3. As with the manuscript, this document must be prepared for anonymous review. Do not include any identifying information. This includes the use of letterhead or author(s) signature(s)
4. Submit this document as an MS Word file (.doc, .docx, or .rtf).

### Resubmission Instructions:

1. 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.
2. In the “Revisions” panel, select ”Upload a File.”
3. “Upload File” Tab:
  - a. Select “Article Text” for the revised manuscript.
  - b. Select “Other” for the document stating how the author(s) addressed the reviewers’ comments from the previous review round.
  - c. Select “Upload File” or drag and drop a file to begin uploading.
  - d. Select “Continue.”
4. “Review Details” tab:
  - a. Review the name of the file to ensure it is correct.
  - b. Select “Continue.”
5. “Confirm” tab:
  - a. Select “Add another file” if you need to add another document.
  - b. Select “Complete” if you have uploaded all required documents.

### **Policies Governing the Publication of the *Journal of Agricultural Education***

Authors are encouraged to review the [Philosophy Underlying and Policies Governing the Publication of the \*Journal of Agricultural Education\*](#) document for information regarding the management of the *Journal*.

Key policies include:

- Role of the Editing-Managing Board and editors
- Manuscript Review procedure
- *JAE* Business Operations
- Author Awards
- Ethical Standards
- Use of Artificial Intelligence (AI)
- *JAE* Dual Publication Policy and Retraction Procedure