

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 manuscripts for review and 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)

At the time of manuscript submission, at least one author must be a current AAAE member. The editorial team consults the membership directory for every manuscript. Alternatively, authors can pay a \$500 fee per manuscript to waive the membership requirement. Payment 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 left-aligned and formatted in title case, with major words capitalized.
4. Immediately after the title, provide an abstract of no more than 250 words in italicized font. The abstract should be formatted as a single, unindented block of text and should concisely summarize 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, except in the abstract, which should not be indented.
10. Insert a space equivalent to the height of 11-point Times New Roman font between each paragraph in the manuscript.
11. Create tables using the "Table" function.
12. Place tables and figures near the relevant text.
13. Create lists using the "Bullets" or "Numbering" functions.
14. Utilize the special character function for Greek letters and mathematical symbols.
15. Use personal pronouns ("we" or "I") when referring to the author(s) to provide clarity.
16. Include a DOI for all references that have one, regardless of whether the online or print version was used. DOIs must be formatted according to the current recommendations of the International DOI Foundation, using the following format: <https://doi.org/xxxxx>.

17. Place appendices at the end of the document, starting each on a new page.
18. Submit the manuscript as an MS Word file (.doc, .docx, or .rtf).

JAE Ethics of Publication Guidelines

As part of the submission process, authors must certify that their submission complies with all the following requirements.

1. The manuscript conforms to the guidelines specified in the *Publication Manual of the American Psychological Association* (7th Edition) and adheres to the ethical standards established by the Committee on Publication Ethics (COPE), except where superseded by the *JAE [Manuscript Preparation and Submission Guidelines](#)* or the *[Philosophy Underlying and Policies Governing the Publications of The Journal of Agricultural Education](#)*.
2. The manuscript, or any other written or oral report containing substantially the same data, analysis, results, conclusions, or recommendations, is not currently under consideration or pending presentation or dissemination at any research conference, publication, or other forum. This stipulation applies to, but is not limited to, regional and national AAAE or related conferences.
3. If the manuscript is based on a previously published conference proceeding, the corresponding conference paper/poster/presentation is cited in the reference list. Additionally, the following statement has been included in the *Comments to the Editor* section during the submission process: “This manuscript is an extended and revised version of a [paper/poster/presentation] originally presented at [Conference Name, Year]. It builds on the original by [describe additions/improvements].”
4. All authors have reviewed the manuscript and have approved its submission to the journal.
5. All conflicts of interest, sources of funding, and relevant affiliations have been fully disclosed during the manuscript submission process.
6. Written or electronic permission to use all copyrighted materials included in the manuscript has been obtained.
7. The manuscript and the underlying research fully comply with all applicable institutional regulations and ethical guidelines regarding the use of human subjects.
8. The authors acknowledge that simultaneous submission and dual publication are unethical practices that violate *JAE* editorial policy. Engaging in such actions may result in the rejection or retraction of the manuscript, as well as additional consequences in accordance with *JAE* policies, the APA Publication Manual (7th Edition), and the Committee on Publication Ethics (COPE).
9. The authors have read and certify that the manuscript is in full compliance with all *JAE* publication ethics and formatting requirements outlined above.

Submission Template for the *Journal of Agricultural Education*

A template is available to facilitate manuscript preparation in accordance with journal guidelines. The template has been formatted to align with these requirements as closely as possible and may be downloaded as a Microsoft Word document from the [JAE “Information for Authors” webpage](#).

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.
 - c. Comments for the editor are available if needed.
 - d. Acknowledge the copyright and privacy statements.
 - e. Select “Save and Continue.”
5. “Upload Submission” tab:
 - a. Select “Upload File” or “Add File” and select the document you wish to upload.
 - b. Select “Article Text” for “What kind of file is this?”
 - c. Select “Save and Continue.”
6. “Enter Metadata” tab: All information should be entered as the author(s) wish it to be listed in the final publication.
 - a. List the full title and copy and paste the full abstract.
 - b. Select “Add Contributor” in the “List of Contributors” section and enter each contributor’s information.
 - i. *Given Name*: This is typically your first name. (e.g., Brian). If you would like your middle name or middle initial to appear in publications, please include it in this textbox (e.g., Brian E.).
 - ii. *Family Name*: This is typically your last name (e.g., Myers).
 - iii. *Preferred Public Name*: Use of this field is not recommended, as the publication system (PKP) does not use it when generating citations.
 - iv. Enter the author’s *Email*, *Country*, and *Affiliation*.
 - v. Leave the *Homepage URL* and *Bio Statement* sections blank.
 - vi. Select “Author” as *Contributor’s role*.
 - vii. Select “Principal contact for editorial correspondence” for only the corresponding author.
 - viii. Select “Send e-mail to request ORCID authorization from contributor.”
 - ix. Select “Save” after entering the data for each author.
 - x. Repeat these steps for each author. Authors should be listed in authorship order.
 - c. Enter “Keywords”. Please ensure to click enter after each keyword.
 - d. Add Supporting Agencies if relevant. If more than one, separate these acknowledgments by clicking enter after each.
 - e. Enter “References” - Copy/paste the references from the manuscript into this section.
 - f. Select “Save and Continue.”
7. “Confirmation” Tab:
 - a. Select “Finish Submission.”

Resubmission Process ([Publication Recommendations Defined](#))

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 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 of Agricultural Education*.

Key policies include:

1. Role of the Editing-Managing Board and Editors
2. Manuscript Review Procedure
3. Publishing Guidelines
4. Business Operations
5. Author Awards
6. Ethical Standards
7. Use of Artificial Intelligence (AI)
8. Ethical Publishing, Retraction, and Correction Procedures