

Journal of International Agricultural and Extension Education
FINAL DRAFT and E-MAIL ATTACHMENT PREPARATION GUIDELINES

1. WRITING STYLE:

- Write clearly; avoid errors in spelling, grammar, punctuation, verb usage, and verb tense.
- Include a title page with all authors' full contact information
- Include acknowledgements to appropriate funding agencies (see previous issues of JIAEE for wording, style, etc).
- Include an abstract of no more than 250 words.
- Include keywords (about seven) describing the manuscripts topic.

2. TYPE STYLE:

- Use **Times New Roman font** for all text in the manuscript.
- Use **12-point type** for all text in the manuscript.

3. MARGINS AND TABS:

- Use 1" margins on all sides.
- Do not reset the default tab settings in your manuscript.

4. DOCUMENT SPACING:

- Use single-spacing throughout entire manuscript.
- **Do not double-space between paragraphs.**
- Do not reset the default line space settings (before or after each line) in your manuscript.

5. MATERIAL:

- **Do not number pages.**
- Type all copy flush left.
- Do not use full justification; **use left justification only.**
- Use one space after periods or any punctuation that separates two sentences.
- Do not use all capital letters.
- Indent the first line of each paragraph; use the indent function for citations >40 words.
- Use the **Tables** feature rather than using tabs or spacing to align data.
- Follow the **APA Publication Manual (5th ed.)** for all citations in text and reference list. It is the author's responsibility to insure strict adherence to **APA**.

6. FIGURES:

- Follow **APA Publication Manual (5th ed.)** standards for presentation, titling, legends, notation, and citation (if necessary) for all figures in the manuscript.
- Cross-hatching, not color, should be used to signify differentiating categories in all graphs.

7. BOLDFACE AND HEADINGS:

- Use **Bold** and **Center** for all major headings (first letter caps only for each word).
- Use *Italics* for subheadings (second level).
- Use one tab (1/2 inch) and *Italics* for sub-subheadings (third level); continue text on same line.

8. HARD RETURNS (ENTER KEY):

- Use only at the end of a paragraph or other places where lines of copy are broken in the manuscript (such as after each line in a heading or subheading).

9. NOTES:

- **Do not use** the footnote function.
- **Do not use** endnotes.
- Textual material should be explained fully in the body; footnotes/endnotes are unnecessary.

10. LISTS:

- Limit the use of numerical and/or bulleted lists in the manuscript; lists detract from overall readability and diminish the "scholarly writing" normally expected in the *JIAEE*.
- Use a single tab (do not use indent) between numbers/bullets and typed material.

11. SAVING and SENDING:

- Save the final draft in **Microsoft Word** format using the assigned manuscript number.
- Send the final draft as an **E-MAIL ATTACHMENT** directly to jiaee@aged.tamu.edu