

Online Manuscript Submission Guidelines

General Requirements

All manuscripts should indicate the type of article—Feature, Commentary, Tools of the Profession—on the title page of the manuscript. Manuscripts cannot be published or be under current consideration for publication by another journal. The *Journal* follows the standards set forth in the latest *Publication Manual of the American Psychology Association* (APA). The *Journal of International Agricultural and Extension Education* is a publication of the Association for International Agricultural and Extension Education (AIAEE). The following general requirements must be followed for all manuscript submissions:

1. **Type Style:**

- Use **Times New Roman font** for all text in the manuscript.
- Use **11-point type** for all text in the manuscript.

2. **Margins and Tabs:**

- Use **1.00 inch** margins on all sides.
- Do not reset the default tab settings in your manuscript.

3. **Document Spacing:**

- Use **double-spacing** throughout entire manuscript, except:
 - Do not double-space between paragraphs.
 - Do not double-space tables.
- Do not reset the default line space settings (before and after each line) in your manuscript.

4. **Material:**

- **Number all pages (use Letter size paper, 8.5 x 11 inches, for all copy) after the title page. NO LANDSCAPE** formatting for any text or Tables.
- Create **Line Numbers** for each page (see [Line Numbering](#) file for specific instructions).
- Prepare 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 of >40 words.
- Use the **Tables** feature rather than using tabs or spacing to align data.
- Use hard returns 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).
- 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.
- 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**.

5. **Figures:**

- Follow **APA Publication Manual (5th ed.)** standards for presentation, titles, 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.

6. **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 (one-half inch) and *Italics* for sub-subheadings (third level); continue paragraph on the same line.

7. **Notes:**

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

Feature Articles

The following conditions must be met prior to online submission:

- **Microsoft Word** files only may be submitted online.
- **Title Page:**
 - Manuscript title (title case only)
 - Authors' full names (this is the only page where authors' names should be included)
 - Names of Institutions represented
 - Complete mail addresses
 - Telephone and Fax numbers
 - Valid electronic-mail addresses for all authors
- **Manuscript:**
 - **Manuscript Title**
 - **Abstract:** a succinct gist of the article's content, not exceeding **250 words**
 - **Keywords** (about seven) describing the manuscript topic
 - **Introduction** and/or **Theoretical/Conceptual/Operational Framework**
 - **Purpose and Objectives**
 - **Methods**
 - **Findings/Results:** narrative and tabular information (each table must be included in the manuscript body immediately following the paragraph where it was first noted)
 - **Conclusion, Recommendations, and Implications**
 - **References:** use appropriate APA citation standards
- Feature Articles are no longer than **20 double-spaced pages**
- There is no submission fee charged for submitting a feature article.
- **Feature Articles must be submitted online at** <http://expressacademic.org/~jiaee/login.php>
- A \$10.00/page (\$20.00 for non AIAEE members)(actual pages in the *Journal*) publication fee will be charged to the lead author if the manuscript is accepted for publication after the peer-review process is complete.

Commentary Articles

Commentary Articles are submitted online (<http://expressacademic.org/~jiaee/login.php>) and processed by Associate Editor. A **title page** with manuscript title, authors' names, institutions, complete addresses, telephone and fax numbers, and e-mail addresses is required. The article must include an **Abstract** not exceeding **250 words**. Please include **Keywords** (about seven) to describe your manuscript.

Commentary Articles should not be longer than **eight double-spaced** (11-point, Times New Roman) pages (not including the title page) with **one-inch margins** on all sides. There is no submission charge for the manuscript, but there will be a \$10.00/page (\$20.00 for non AIAEE members)(actual pages in the *Journal*) publication fee assessed to the lead author if accepted for publication after the peer-review process.

Tools of the Profession Articles

Tools of the Profession Articles are submitted online (<http://expressacademic.org/~jiaee/login.php>) and processed by Associate Editor. A **title page** with manuscript title, authors' names, institutions, complete addresses, telephone and fax numbers, and e-mail addresses is required. Please include **Keywords** (about seven) to describe your manuscript. Tools of the Profession Articles should not be longer than **four double-spaced** (11-point, Times New Roman) pages (not including the title page) with **one-inch margins** on all sides. There is no submission charge for the manuscript, but there will be a \$10.00/page (\$20.00 for non AIAEE members)(actual pages in the *Journal*) publication fee assessed to the lead author if accepted for publication after the peer-review process.

Book Reviews

Book Reviews are submitted online (<http://expressacademic.org/~jiaee/login.php>) and processed by Associate Editor. See additional Book Review information at <http://www.aiaee.org/jiaee/archive/BookRevGuide.pdf>