Journal of International Agricultural and Extension Education

EDITORIAL AND BUSINESS MANAGEMENT GUIDE

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### AIAEE 2004-2005 OFFICERS

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EDITORIAL MANAGEMENT

1. Editorial Board
   1.1 Functions
   1.1.1 Decide matters related to production, distribution, and marketing of the Journal.
   1.1.2 Decide editorial policy.
   1.1.3 Maintain liaison with the AIAEE Board and membership.

1.2 Structure
   1.2.1 Composition. The editorial board consists of the editorial staff (editor, associate editors), past editor, and ten other members. The editor serves as chair.
   1.2.2 Representation. A balance of the two disciplines of the Journal, agricultural education and extension education, are reflected in the membership of the Board. To foster and encourage international representation and participation, members represent the following regions of the world: Australia, Asia/Far East; Africa/Middle East; Europe; Central/South America; United States/Canada.
   1.2.3 Recruitment. The editor recruits members to achieve a balanced discipline/geographic region representation. Board members are recruited by January 1 of the first year of their term. The process is accomplished in the transition period, November-December.
   1.2.4 Approval. The editor chooses associate editors (currently three) from the recruited members. The editor secures AIAEE Board approval for the editorial board.
   1.2.5 Tenure. The editor, associate editors, and members serve for three calendar years. This coincides with the publication period of three volumes of the Journal. The past editor serves for a minimum of one year, and beyond that, if he/she desires, and if agreed to by the editor.

1.3 Responsibilities
   1.3.1 Editor
   1.3.1.1 Provide leadership for editorial policy, planning, production, distribution, publicity and marketing, and reporting.
   1.3.1.2 Serve on AIAEE’s Leadership Team and Scholarly Affairs Committee, and as a co-opted (nonvoting) member of the AIAEE Board.
   1.3.1.3 Coordinate the review and publication process of all Journal articles (feature, commentary, tools of the profession), invited commentaries, and guest editorials.
   1.3.1.4 Name associate editors for the Commentary, Tools of the Profession, and Book Review sections.

   1.3.2 Associate Editors (Commentary, Tools of the Profession, Book Review)
   1.3.2.1 Provide leadership for the Commentary and Tools of the Profession sections, including solicitation, review, editing, and finalization of manuscripts.
   1.3.2.2 Work closely with the editor in coordinating these sections.

   1.3.3 Past Editor
   1.3.3.1 Assist the incoming editor during the transfer of editorial functions and a mutually-agreed period thereafter (minimum of one year) for specific tasks desired by the editor.

   1.3.4 Members
   1.3.4.1 Give technical advice on matters related to production, distribution, publicity, and marketing of the Journal.
1.3.4.2 Serve as manuscript reviewers.
1.3.4.3 Engage in regular communication, including teleconferences from the editor.
1.3.4.4 Attend Board meeting during AIAEE’s annual conference.
1.3.4.5 Network with AIAEE membership, and relevant institutions/groups on Journal/AIAEE initiatives/issues.

2. Editor Tasks

2.1 Liaison with AIAEE Board
2.1.1 Inform the AIAEE Board on publication and business matters and decisions.
2.1.2 Attend annual AIAEE Board meetings, and provide annual report of functioning of Editorial Board, yearly progress of Journal, and progress toward Journal’s strategic goals.

2.2 Organize and work with Editorial Board
2.2.1 Establish Editorial Board and orient Editorial Board members (Exhibit 1).
2.2.2 Name associate editors.
2.2.3 Establish and serve as chair of Editorial Board, network with members, and arrange teleconferences as necessary.
2.2.4 Organize annual meeting of Editorial Board, and write/distribute minutes.
2.2.5 Involve Editorial Board in Journal policy and editorial decisions.

2.3 Editorial Tasks
2.3.1 Organize review of manuscripts and Journal publication, including maintaining a roster of reviewers, following review procedures, corresponding with authors, reviewers and associate editors, editing manuscripts, planning and finalizing Journal issues, and printing and distribution.
2.3.2 Write “From the Editor(s)” for each issue of the Journal.
2.3.3 Solicit articles and guest editorials on special themes and topics.
2.3.4 Implement procedures for producing and distributing Spanish and other language versions of the Journal, i.e., abstracts and/or full articles, as appropriate.

2.4 Business tasks (see Business Management)

3. Tasks of Associate Editors (Commentary, Tools of the Profession, Book Review)

3.1 Unsolicited Submissions
3.1.1 Receive from editor and/or author.
3.1.2 Select reviewers (two or more, as per Journal policy), solicit review comments according to procedures, correspond with authors regarding revisions, and make final accept/reject decisions.
3.1.3 Send all documents (manuscripts, review comments, correspondence with authors/reviewers) with accept/reject decision to editor.
3.1.4 Editor corresponds with authors on rejection/acceptance, and subsequent publication action.

3.2 Solicited Submissions - Initiate, plan and organize specific issues/themes/topics submissions for a Journal issue by inviting contributions, and/or announcing in the Journal and/or AIAEE newsletter (Informer).

3.3 Consultation - Consult with the editor and each other on editorial policy, and Journal planning, editorial and other matters.

3.4 Participation - Participate in annual meetings and other communication events of the
4. **Manuscript Review and Publication**

4.1 Flow Chart (see Figure 1).

4.2 Steps

4.2.1 Receive and acknowledge online submission of manuscript (Exhibit 2).

4.2.2 Assign reviewers from a maintained/updated online database, matching experience and ability of reviewers with focus, content, and treatment of manuscript topic (Exhibit 3).

4.2.3 E-mail manuscript notice to reviewers; three weeks for comments (Exhibit 4).

4.2.4 Acknowledge reviews (Exhibit 5).

4.2.5 Correspond with authors based on reviews:

4.2.5.1 Reject, do not resubmit, if 2 of 3 reviewers so recommend (Exhibit 6).

4.2.5.2 Provisional accept, if minor revisions recommended (Exhibit 7).

4.2.5.3 Write manuscript review statement and return for resubmission (Exhibit 8).

4.2.6 Send reviewers copies of authors’ correspondence (step 4.2.5).

4.2.7 Review revised manuscript as soon as received in light of reviewer-editor comments, and author’s response to review comments and suggestions. Decide whether or not suitable for publication. If suitable, communicate acceptance to author (Exhibit 9). If not suitable, ask for another revision. If asking for another revision, (a) decide if reviewers’ input is required and solicit, or (b) provide editor’s comments and suggestions for a second revision. (Exhibit 10).

4.2.8 Repeat step 4.2.7 if necessary.

4.2.9 Communicate decision to author and send e-mail attachment preparation guidelines if accepted (Exhibit 11).

4.2.10 Send PUBLICATION AGREEMENT FORM to authors (Exhibit 12).

4.2.11 Inform reviewers of decision (Exhibit 5).

4.2.12 Schedule publication in specific issue of Journal.

4.2.13 Write to author to obtain approval of journal-formatted version, and invoice page printing charges (Exhibit 13).
Figure 1. Manuscript Review and Publication Flowchart

A. Manuscript Received
   (1) Acknowledge Receipt
   Select Reviewers
   (3) Send to Reviewers
   Three Reviewers: Feature Articles
   Two Reviewers: Commentary, Tools Articles

B. Reviewers Received
   (1) Acknowledge Receipt
   (2) Decide Disposition
   (3.1) Reject
   Notify Author
   (3.2) Write to Reviewers
   (4.1) As is
   Notify Author
   (4.1.1) Minor Revisions
   (4.2) Work With Author
   (4.2.1) Major Revisions
   Start Over
   (4.2.2) Publish
   (4.2.3) Write to Reviewers
   (4.2.4) Send Journal to Author
   (5.1) Synthesize Reviewer Comments
   (5.2) Return to Author For Revision

C. Revised Manuscript Received
   (1) Acknowledge Receipt
   (2) Decide Disposition
   (3) Reject
   (4) Suitable for Publication
   (4) Similar Steps as in (E)
   (5) Not Suitable for Publication
BUSINESS MANAGEMENT

1. Maintenance Functions
   1.1 Maintain filing system for manuscripts to individualize reviews, correspondence, and publication tasks.
   1.2 File manuscripts by categories: In Review; Revision; Accepted; Rejected; Journal Issue.
   1.3 Maintain general filing system: Correspondence; Editorial Board; AIAEE Board.
   1.4 Maintain database, use, and editor’s rating of reviewers.
   1.5 Arrange printing of Journal, including choice of printer, rates, printing schedule, and number of copies required.
   1.6 Update Journal subscription list from AIAEE Treasurer and distribute Journal issues accordingly as per subscriber choice – electronic or hard copy. Send hard copy to foreign subscribers/authors by air mail.
   1.7 Send to AIAEE Secretary each year two hard copies and two disks of each issue of the volume for the Journal Archive.
   1.8 Provide to AIAEE Web master each year an electronic copy of the previous year’s volume to include in AIAEE’s home page.

2. Budget and Accounts
   2.1 Establish and maintain a Journal Account.
   2.2 Secure Journal subscription money from Treasurer following annual conference and as received.
   2.3 Develop and follow appropriate accounting procedures.
   2.4 Prepare annual budget and income-expenditure statements.
   2.5 Maintain a minimum balance in Journal account, and remit excess to Treasurer each year.
Exhibit 1: Invitation Letter to Serve on Editorial Board

Journal of International Agricultural and Extension Education
Editorial Board

Functions

1. Render technical advice on all matters related to production, distribution, and marketing of the journal.
2. Decide editorial and business policies.

Organizational set-up

The editorial board consists of the editor, two associate editors, the past editor, and ten other members. The editor serves as chair.

To the extent possible a balance between the two disciplines of the journal, agricultural education and extension education, should be reflected in the specializations of members chosen to serve on the board.

To foster and encourage international representation and participation, members are selected from the following regions of the world: Australia; Asia/Far East; Africa/Middle East; Europe; Central/South America, United States/Canada.

The editor serves a three-year term. The past editor serves for a minimum of one year to assist in the transition, and beyond that if he/she and the current editor so desire.

Responsibilities of Editorial Board

In consultation with the board, the editor is responsible for policy, planning, production, distribution, marketing, publicity, reporting, financial management, and coordination.

The editor serves on the Leadership Team and the Scholarly Affairs Committee of the AIAEE.

The editor coordinates feature research articles, invited and contributed commentaries, and guest editorials. The editor chooses associate editors for the Commentary and Tools of the Profession sections.

Associate editors coordinate the production of material for their sections, including the review process, editing and finalization of manuscripts. They work closely with the editor.

Responsibilities of editorial board members include giving technical guidance on matters related to production, distribution and marketing of the journal, reviewing manuscripts submitted for publication, engaging in regular communication, attending the board meeting during annual conference, and networking with the AIAEE membership, relevant institutions/groups on selected journal/association initiatives/issues.
May 17, 2005

Dear «FirstName»:

Your manuscript submitted to the *Journal of International Agricultural and Extension Education* entitled “«ManuTitle»” has been received.

The manuscript will go through the Journal’s review procedure and you will be notified as soon as it is completed. Keep in mind that the review process may take several weeks to complete. Please refer to Web ID # «WebID», in any future correspondence concerning your manuscript. This letter is being sent to the lead contact only; if co-authors exist, you should inform them of the current actions regarding this manuscript.

Thank you for considering the *Journal* in your scholarship.

Sincerely,

Gary J. Wingenbach, Editor

*Journal of International Agricultural and Extension Education*
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17 May 2005

Dear «Title» «LastName»:

Thank you for agreeing to review manuscripts for the JIAEE. I appreciate your service in reviewing and submitting the results for this manuscript online. Your timely review facilitates timely publications of the JIAEE. If you cannot complete the review within the next three weeks, please e-mail me to ask for additional time and/or other arrangements.

The manuscript for review is number «WebID» titled «PaperTitle». Click here to access your article.

Click here to submit your review.

Thank you,

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education

NOTE: If the Click here to submit your review link above does not work, go directly to the Alternative Form.
**Title:**

---

**Due By:** Within Three Weeks

**Reviewer #**

---

**Reviewer Instructions**

1. Evaluate the manuscript in each area. Written comments help the editor respond constructively to the author.

2. Check a numerical rating for **Overall Content** and **Readability** ratings. Complete all parts of this form.

3. Check your **Overall Disposition**, and write supporting comments where needed.

4. Click the **SAVE** button after completing all fields.

**Content** criteria rating: Rate from 1 (weak) to 10 (strong).

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<th>Usefulness: Helps international agricultural and extension educators improve their effectiveness. Specifically suggests applications.</th>
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<th>Rigor: Based on valid and reliable information, documentation or sound concepts; content is empirically, logically, and/or theoretically supported.</th>
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<th>Clear Focus: Central ideas, findings, and conclusions control the article. Has a clear main point.</th>
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Comments:
**READABILITY** criteria rating: Rate from 1 (weak) to 10 (strong).

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<th><strong>Interest:</strong> Captures and holds the reader’s attention.</th>
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<th><strong>Understandable:</strong> Uses easy-to-understand language; flows smoothly.</th>
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**OVERALL READABILITY RATING SCALE**

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Comments: 

**OVERALL DISPOSITION** (Check one)

_____ Publish.
_____ Publish after minor revisions are made to the manuscript.
_____ Reject; resubmit with major revisions (manuscripts may be resubmitted **twice** for further review in JIAEE).
_____ Reject; do **not** resubmit this manuscript for further review in JIAEE.

**COMMENTS SUPPORTING DISPOSITION:**
COMMENTARY/TOOLS OF THE PROFESSION ARTICLE REVIEW
(#1. Rating Form)

TITLE: «ManuTitle»
DUE BY: «Date» PAPER #«PaperID» REVIEWER #

REVIEWER INSTRUCTIONS
1. Evaluate the manuscript by rating it against each criterion. Specific written comments will help the editor respond constructively to the writer.
2. Mark a number for the overall rating.
3. Mark your recommendation on disposition and provide supporting comments on the review form.
4. Written notes and editorial comments can be made on the manuscript.
5. Please respond by the due date above.
6. Mail review forms (#1 rating, and #2 comment) and manuscript to the Associate Editor. These will be sent to the author if revisions are necessary.

CONTENT criteria rating: Rate from 1 (weak) to 10 (strong).

_____IMPORTANCE: Important enough to give space in the journal. Something that international agricultural and extension educators need to know or would want to know.

Comments: ______________________________________________________

_____USEFULNESS: Provides suggestions for practical applications.

Comments: ______________________________________________________

_____CLEAR FOCUS: Clearly describes ideas, practices or technologies/techniques.

Comments: ______________________________________________________

OVERALL CONTENT RATING SCALE
(select one number)

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23
READABILITY criteria rating: Rate from 1 (weak) to 10 (strong).

_____ INTEREST: Captures and holds the reader’s attention.

Comments: ____________________________________________

_____ UNDERSTANDABLE: Uses easy-to-understand language; flows smoothly.

Comments: ____________________________________________

_____ DEVELOPMENT: Appropriately sequences and constructs paragraphs and sentences to support the central idea and conclusions.

Comments: ____________________________________________

_____ MECHANICS: Uses acceptable standards of spelling and grammar.

Comments: ____________________________________________

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DISPOSITION (select one)

_____ Publish.

_____ Publish after minor revisions are made to the manuscript.

_____ Reject; resubmit with major revisions (may be resubmitted twice for review in JIAEE).

_____ Reject; do not resubmit this manuscript for further review in JIAEE.

COMMENTS SUPPORTING DISPOSITION:

PLEASE RETURN EVALUATION FORM, AND MANUSCRIPT TO:
Name, Associate Editor
Journal of International Agricultural and Extension Education
Address
University
City, State Zip
Phone: , Fax: , Email:
Exhibit 5: Review Acknowledgement Sample Email Note

Dear JIAEE Reviewers:

As a service to the JIAEE reviewers, I have attached the ratings and comments from a recent manuscript you reviewed. A decision for this manuscript was made, based on your review (reviewers' dispositions - 2/3 outcome), and was sent to the lead author. You are encouraged to read the attached report to gain insights from peer reviewers so we may increase our inter-rater reliability for all future JIAEE manuscripts.

Thank you very much for helping the AIAEE maintain a scholarly presence and THANKS for making my editorship an enjoyable experience.

Sincerely,

Gary

Dr. Gary J. Wingenbach, Editor
*Journal of International Agricultural & Extension Education*
2116 TAMU, 146 Scoates Hall
Texas A&M University
College Station, TX 77843-2116
Web: [http://www.aiae.org/journal.html](http://www.aiae.org/journal.html)
--------------------------------------------------------
Exhibit 6: Manuscript Rejection Letter

May 17, 2005

«Title» «FirstName» «LastName»
«Institution»
«Email»
«Country»

Dear «FirstName»:

The review of your manuscript (#«WebID» entitled “«PaperTitle»” cannot be completed. I regret to inform you that the reviewers and/or I have rejected this manuscript from publication in the Journal of International Agricultural and Extension Education. Your manuscript was rejected because:

1. The content is not appropriate for the purposes of this journal.
2. Format is unacceptable (lack of APA Manual guidelines).
3. Reason.
4. Reason.
5. Reason.

According to policies established by the Editorial Board of the Journal of International Agricultural and Extension Education, this manuscript may not be resubmitted for additional review to the Journal.

I wish you all the best in sharing your scholarship with a journal more appropriate for your manuscript than what is found in the Journal of International Agricultural and Extension Education.

Sincerely,

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education

Attachments
Exhibit 7: Provisional Accept Letter

Association for International Agricultural and Extension Education

May 17, 2005

«Title» «FirstName» «LastName»
«Institution»
«Email»
«Country»

Dear «FirstName»:

Congratulations! The review of your manuscript (#«WebID») entitled “«ManuTitle»” has been completed. I am pleased to inform you that the reviewers found the manuscript acceptable for publication in the Journal of International Agricultural and Extension Education (JIAEE).

The acceptance is based on minor and/or major revisions requested by the reviewers. Your manuscript will be included in a future JIAEE issue, if revisions are made and a completed file is sent to me as an e-mail attachment. For your convenience, I am attaching a *.pdf file with the reviewers’ comments. To assist you in the revision process, the “FINAL DRAFT (Post Review) Manuscript Guidelines” are located at http://www.aiaee.org/jiaee/archive/FinalDraft.pdf; your manuscript will remain unpublished until all guidelines posted at this site have been completed.

Please do not forget a $10/page printing fee will be assessed, payable to JIAEE, for publishing this article. Send your final edited copy (as an e-mail attachment) to me at your convenience.

This letter is being sent to the lead author only; if co-authors exist for the manuscript mentioned above, you should inform them of the impending publication. Thank you for sharing your scholarly writing with the Journal of International Agricultural and Extension Education.

Sincerely,

[Signature]

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education

Attachments
Exhibit 8: Resubmission Letter to Author

May 17, 2005

«Title» «FirstName» «LastName»
«Institution»
«Email»
«Country»

Dear «FirstName»:

Thank you for resubmitting the manuscript (#«PaperID») entitled “«ManuTitle».”

The manuscript will go through the Journal’s review procedure and you will be notified as soon as that is completed. Remember that the review process may take several months to complete. Please refer to Web ID #«WebID», in any future correspondence concerning your manuscript.

Keep in mind that this is a second review for this manuscript; if the reviewers do not find the current revision acceptable for publication you will have one additional opportunity to revise and resubmit this manuscript.

This letter is being sent to the lead author only; if co-authors exist for the manuscript mentioned above, you should inform them of the impending publication. Thank you for sharing your scholarly writing with the Journal of International Agricultural and Extension Education.

Sincerely,

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education
Exhibit 9: Revised Manuscript Acceptance Letter

May 17, 2005

«Title» «FirstName» «LastName»
«Institution»
«Email»
«Country»

Dear «FirstName»:

Congratulations! The review of your manuscript (#«WebID») entitled “«ManuTitle»” has been completed. I am pleased to inform you that the reviewers found the manuscript acceptable for publication in the Journal of International Agricultural and Extension Education (JIAEE).

The acceptance is based on minor and/or major revisions requested by the reviewers. Your manuscript will be included in a future JIAEE issue, if revisions are made and a completed file is sent to me as an e-mail attachment. For your convenience, I am attaching a *.pdf file with the reviewers’ comments. To assist you in the revision process, the “FINAL DRAFT (Post Review) Manuscript Guidelines” are located at http://www.aiaee.org/jiaee/archive/FinalDraft.pdf; your manuscript will remain unpublished until all guidelines posted at this site have been completed.

Please do not forget a $10/page printing fee will be assessed, payable to JIAEE, for publishing this article. Send your final edited copy (as an email attachment) to me at your earliest convenience.

This letter is being sent to the lead author only; if co-authors exist for the manuscript mentioned above, you should inform them of the impending publication. Thank you for sharing your scholarly writing with the Journal of International Agricultural and Extension Education.

Sincerely,

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education

Attachments
May 17, 2005

«Title» «FirstName» «LastName»
«Institution»
«Email»
«Country»

Dear «Title» «LastName»:

The review of your manuscript (#«PaperID») entitled “«ManuTitle»” is complete. Using the guidelines from the Journal’s Editorial Board, the reviewers rejected the manuscript, but if the major revisions noted are addressed, it can be resubmitted for a second review to the Journal. According to Editorial Board policies, this manuscript may be resubmitted for two additional reviews only, before it is no longer considered for publication.

Attached to this email message are results of the reviewers’ ratings forms and comments. Please consider the reviewers’ comments if you revise and resubmit the paper. If you do resubmit this manuscript, you must provide an unaddressed cover letter (as an email attachment to the Editor) that attends to the reviewers’ comments or provide a rationale for not addressing each of their concerns. The cover letter will be sent to the same reviewers if you resubmit your manuscript for review. When resubmitting your manuscript, use the online submission process at http://www.aiaee.org/jiaee/submit.aspx.

This letter is being sent to the lead author only; if co-authors exist for this manuscript, you should inform them of the impending action. Thanks for sharing your scholarship the Journal.

Sincerely,

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education

Attachments
Email File Attachment Preparation Guidelines

Use these guidelines to prepare the final version of your article. The Editor will put the paper in the final design layout for publication.

1. **WRITING STYLE:**
   - The manuscript must be written clearly with no errors in spelling, grammar, or punctuation; inconsistencies (verb usage) must be avoided.
   - The lead author will receive galley proofs for one final review before publication; your expedient reply to the galley proof review will ensure timely publication of the manuscript.

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 and 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 of >40 words.
   - Use the Tables feature rather than using tabs or spacing to align data.
   - Follow the *APA Publication Manual (5th ed.*) closely for all citations in text and reference list.

6. **FIGURES:**
   - Follow *APA Publication Manual (5th ed.*) standards closely 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 (one-half inch) and *Italics* for sub-subheadings (third level); continue paragraph on the 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.
   - Limit the use of 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.
    - Send the final draft as an **E-MAIL ATTACHMENT** to the Editor: g-wingenbach@tamu.edu
Exhibit 12: Publication Agreement Form

Journal of International Agricultural and Extension Education
MANUSCRIPT PUBLICATION AGREEMENT

Congratulations, «Title» «FirstName» «LastName», on your future publication! Before publishing your article, we require your signature(s) confirming that you have read this PUBLICATION AGREEMENT. This agreement pertains to the JIAEE article #«WebID», entitled “«ManuTitle».”

THIS PUBLICATION FORM—SIGNED BY ALL AUTHORS—MUST BE INCLUDED WITH ANY ARTICLE SUBMITTED TO THE JIAEE EDITOR PRIOR TO THE ACTUAL PUBLICATION OF THE ARTICLE. Original signatures via fax, or electronic signatures via e-mail, will be accepted.

PUBLICATION AGREEMENT:

1. AUTHOR RE-USE OF WORK: As a professional courtesy, re-use of JIAEE published works are limited to the extent that the author(s)’ include a standard APA Publication Manual (current edition) copyright line that includes: author(s)’ name(s), publication year, article title, journal title, volume, issue, and page number(s).

2. AUTHOR WARRANTIES: The author(s) represent(s) and warrant(s) that the:
   a) Manuscript submitted is his/her (their) own work;
   b) Manuscript will be published only in JIAEE and it has not been submitted or published elsewhere;
   c) Manuscript has no libelous/unlawful statements and does not infringe on the civil rights of others;
   d) Author(s) accept(s) responsibility for the contents of the published work;
   e) Author(s) is (are) not infringing upon anyone else’s copyright;
   f) Author(s) agree that if there is a breach of any of the above representations and warranties that (s)he/(they) will indemnify the JIAEE and the JIAEE Editors and will hold them harmless.

All co-authors must sign and return this form. IT IS CONFIRMED THAT I/WE HAVE READ THIS PUBLICATION AGREEMENT, AGREE TO THE ORDER OF AUTHORSHIP, AND AGREE TO AND ACCEPT ALL CONDITIONS STATED ABOVE.

Author(s)’ Signature(s):

1.

2.

3.

4.

5.

6.

Please send to: Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education
2116 TAMU, 218 Scoates Hall
College Station, TX 77843-2116
Phone: 979.862.1507 Fax: 979.845.6292
E-mail: g-wingenbach@tamu.edu

(Return of this signature page is required; page two contains final draft preparation requirements.)
May 17, 2005

Dear «FirstName»:

Congratulations! Your manuscript (#«PaperID») entitled "«ManuTitle»" is being published in the Journal of International Agricultural and Extension Education. Please accept the enclosed example of your published work, which will appear in «Issue». Please review the attachment and let me know if errors exist and/or corrections are needed prior to the final printing process.

Continued success of the Journal is based on timely payments of all publication charges. Your manuscript resulted in a total of «Published_Pages» printed pages in the Journal. As noted in the “Manuscript Submission Guideline,” a $10/page publication fee is charged to the lead author to offset the production costs; an invoice is enclosed. The total fee for your manuscript is $«Billed».00. Please remit your payment in US Dollars to:

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education
Texas A&M University
2116 TAMU, 218 Scoates Hall
College Station, Texas 77843-2116

The Journal is the official peer-reviewed, refereed publication of the Association for International Agricultural and Extension Education. JIAEE is only as strong as the members and scholars who support its existence. This letter is being sent to the lead author only, if co-authors exist for your manuscript, please inform them of the impending publication. Thank you for sharing your scholarly writing with the Journal of International Agricultural and Extension Education.

Sincerely,

Gary J. Wingenbach, Editor
Journal of International Agricultural and Extension Education
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