



# Manuscript Submission Guidelines

## Journal of Southern Agricultural Education Research



## Call for Preparation and Submission of Research Papers

### Paper Format:

- You will submit two files. One cover page and one manuscript. So that papers can be blind-reviewed, do not put your name or other identifying information on/in the manuscript.
- The cover page should include the following items: Title of manuscript, authors, affiliation and contact information, type of research (Quantitative, Qualitative, Historical or Philosophical), and the Research Priority Area (RPA) most closely tied to the research (Ag. Communications, Ag. Leadership, Ag. Literacy, Extension Education, Teacher Education and School-Based Ag. Education and Teaching and Learning in Undergraduate Academic Programs).
- Prepare all content in the latest version of MS Word.
- Use Times Roman or Times New Roman 12 font.
- Set all margins at one inch.
- Single space the manuscript; but double space between paragraphs, headings and text, tables and text, etc.
- Center the bolded title of your manuscript on the top of the first page; capitalize only first letters of words in the title.
- Type the abstract (maximum word count of 300) *in italics* immediately after the title of the manuscript.
- Start the body of your manuscript immediately following the abstract (with bolded, centered heading as suggested below).
- Use as suggested sections the following: Introduction/Theoretical Framework, Purpose(s)/Objective(s), Methods/Procedures, Results/Findings, Conclusions/Recommendations/Implications, References.
- Use the “table” functions command of MS Word to prepare tables in the manuscript.
- Place tables and/or figures within the body of the paper “shortly” after their first mention in the text.
- Limit your manuscript to a maximum of 12 pages (title, abstract, tables/figures, and all “prose”). References, which should follow immediately the last section of your manuscript, do NOT count as part of the 12 pages.
- Use “insert, page numbers” command of MS Word to number all manuscript pages, including first page—centered at the bottom of the page. Do not use other footers, headers, or footnotes.

**Style:** Use the *Publication Manual of the American Psychological Association*, (5<sup>th</sup> ed.), except as modified above. Italicize the names of journals, statistical symbols, titles of tables, etc. as per *APA*. Do not use the underline feature in above areas; turn off hyperlinks of URL references.

### Deadline: Rolling submission throughout the year.

Publication: Accepted and finalized manuscripts will be immediately published to the Journal website for dissemination. The issue will be closed and finalized at the end of the calendar year or earlier based on the number of accepted articles.

**Submission Procedures:** email both files in a single email to [jpeake@uga.edu](mailto:jpeake@uga.edu). If you don't receive a confirmation within 72 hours please call (229) 386-3085