

JOURNAL OF Extension

Manuscript Submission Checklist

If you are interested in publishing your work in the *Journal of Extension (JOE)*, you must comply with *JOE*'s editorial standards by adhering to requirements set forth in the journal's submission guidelines, attending to guidance provided in the current edition of the *Publication Manual of the American Psychological Association* (the APA manual), and otherwise following rules of grammar and mechanics. It is the responsibility of an author submitting a manuscript to *JOE* to adhere to the editorial standards established for the journal; a submission may result in rejection if the manuscript demonstrates disregard for those standards. This checklist is intended to help you prepare your manuscript for submission.

Copyright Compliance and Permissions

Ensure that the following conditions are met:

- The manuscript complies with the *JOE* duplicate publication policies.
- Permission from the copyright owner has been obtained for any reproduced or adapted material, and content acknowledging such permission is included at the appropriate place in the manuscript.
- A signed photo release has been obtained from any person shown in a photograph in the manuscript.

Article Categorization

Ensure that the following conditions are met:

- The manuscript is categorized appropriately (Feature, Research in Brief, Ideas at Work, Tools of the Trade, or Commentary) and meets the article type criteria described in the *JOE* submission guidelines.
- The manuscript is within the designated word count limit for the selected article category.

Manuscript Format and Adherence to Editorial Style

Ensure that the following conditions are met:

- The manuscript is a single Microsoft Word file.
- The manuscript is fully anonymized to remove any information that could identify the author(s).
- The manuscript contains no footnotes or endnotes.
- The manuscript conforms to the *JOE* Style Guide.
- For formatting decisions not addressed in the *JOE* Style Guide, the manuscript conforms to current APA Style.
- The abstract is in paragraph form and is 100 words or fewer.
- The abstract contains only information that is included in the body of the manuscript.
- References and in-text citations conform to APA Style
- Citations for direct quotations include page numbers or page number alternatives to indicate the exact positions of quotes material in source texts.
- Citations and Reference section entries are set as ordinary text, free from any underlying codes resulting from the use of citation management software.

Content

Ensure that the following conditions are met:

- The manuscript is placed within an Extension/outreach context. That is, it contains information that the *JOE* audience can use to advance the theory and practice of U.S. Extension work.

Note	As an example, a manuscript that discusses the optimum shape and size of hay bales is not appropriate for <i>JOE</i> ; it belongs in a discipline-specific journal. A manuscript that discusses the results of a survey assessing producers' willingness to use optimum size and shape for hay bales or an educational program designed to overcome producers' resistance to do so is appropriate for <i>JOE</i> ; it provides information readers may be able to apply to their own work, regardless of discipline.
------	--

- The manuscript is placed within the scholarly dialogue on the topic, and contains relevant and timely references to other published research.
- All sources cited in the body of the text are included in the References section, and the References section includes only those sources cited in the body of the text.

- The content aligns with the journal article reporting standards outlined in the APA manual, if applicable.
- Questionnaires, interview protocols, mathematical models, and other such items are included within the manuscript or provided as supplemental material as applicable.

- As appropriate for the article category, the manuscript describes a replicable methodology and useful findings.
- The manuscript contains no discrepancies or other inconsistencies in presentations and discussions of data (and any seeming discrepancies are explained).
- Language used to discuss methods and findings is clear, accurate, and consistent.
- The manuscript explicitly describes implications/applications for Extension professionals based on the presented findings or ideas.

Effectiveness of Writing

Ensure that the following conditions are met:

- The title is compelling, succinct, and reflective of the content.
- First person is used to refer to the manuscript's author(s).
- All language is precise and accurate. Unnecessary use of jargon is avoided.
- Consistent terminology is used for a particular entity, group, concept, practice, or so on.
- Quotations are used judiciously, introduced correctly, and integrated well into surrounding text. Appropriate context is provided for each quotation.

Tables

Ensure that the following conditions are met:

- Tables are constructed with the Tables function of Microsoft Word; they are not embedded objects.
- A table is referred to by table number in the body of the text preceding the table.
- A table is placed as near as possible to the discussion of the table and between, not within, paragraphs.
- Tables are numbered with whole numbers in the order in which they are mentioned in the text. The table number (e.g., Table 1) is placed above and outside the table.
- Each table has a title placed above and outside the table. The title is clear, complete, and concise.
- Content and organization of table notes, if any exist, are reflective of rules for the permissible types of table notes described in the APA manual.
- For any table that is reproduced or adapted from a copyrighted source, an appropriate acknowledgement is included and is in accordance with APA Style.

Figures

Ensure that the following conditions are met:

- Figures conform to technical specifications identified in the *JOE* submission guidelines.
 - If a figure involves color, it is legible and understandable when printed in grayscale (print-on-demand editions will be in black and white).
 - All figures have a material impact on the content (i.e., they are not decorative).
-
- A figure is referred to by table number in the body of the text preceding the table.
 - A figure is placed as near as possible to the discussion of the table and between, not within, paragraphs.
-
- Figures are numbered with whole numbers in the order in which they are mentioned in the text. The table number (e.g., Figure 1) is placed above and outside the table.
 - Each figure has a title placed above and outside the table. The title is clear, complete, and concise.
-
- Content and organization of figure notes, if any exist, are reflective of rules for the permissible types of figure notes described in the APA manual.
 - For any figure that is reproduced or adapted from a copyrighted source, an appropriate acknowledgement is included and is in accordance with APA Style.

Appendices

Ensure that the following conditions are met:

- Any appendices that are included conform to APA Style.
- Each appendix is referred to in the body of the manuscript. If only one appendix is included, it is referred to as “appendix” (e.g., “see appendix”). If multiple appendices are included, each appendix is referred to by its label (e.g., “see Appendix A”).

Submission Procedure

Ensure that the following conditions are met:

- If content similar to that in the manuscript has previously been published (in a source qualifying as a permissible exception to the *JOE* duplicate publication policy), you have notified the editorial team of these circumstances via email at journalofextension@clemsun.edu.