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 JOE Submission Guidelines; attending to additional guidance provided in JOE Style and Guidance for Avoiding Common Manuscript Problems, and the Publication Manual of the American Psychological Association, Sixth Edition (APA manual); and otherwise following rules of grammar, mechanics, and style. 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. (For more information, see JOE Editorial Review Rejection Policy.) This checklist is intended to help you prepare your manuscript for submission. You must apply the checklist to your manuscript before submitting it. Do not take a casual approach to applying the checklist. Careful use of the checklist increases the likelihood that your manuscript will make it through the initial review by the editor without being returned for revision and, thereby, will progress more quickly through the publication process.

Copyright Compliance and Permissions

Ensure that the following conditions are met:

- The manuscript is in compliance with the JOE copyright and duplicate publication policies.
- If content similar to that in the manuscript has been previously published—in a source qualifying as a permissible exception to the JOE duplicate publication policy—the manuscript includes an appropriate reference to or acknowledgment of the previously published material.
- Permission from the copyright owner has been obtained for any reproduced or adapted material, and a note acknowledging such permission is included at the appropriate place in the manuscript. (See APA manual section 5.06 and related sections as well as Navigating Copyright for Reproduced Images: Overview, a relevant series on the APA Style blog, and, in particular, Navigating Copyright for Reproduced Images: Part 4. Writing the Copyright Statement.)
- 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), meeting the article type criteria described in the JOE Submission Guidelines.
- The manuscript is within the designated word count limit for the article category, as identified in the JOE Submission Guidelines.

Title, Author Information, and General Formatting

Ensure that the following conditions are met:

- The manuscript is a single Microsoft Word file.
- The title is on the first line of the manuscript and is title case, bold, and centered.
- The title is 12 or fewer words and does not contain abbreviations.
- The title is compelling and reflective of the content.
- The author information follows the title and is title case, centered, and stacked (as author information appears in JOE articles). If there are multiple authors, a line of space separates entries.  
  - Name, title, and institutional affiliation (institution name, city, and state) at the time the research/project was conducted and current email address and (optionally) Twitter handle are included for each author.  
  - The author information does not include academic degrees, street addresses, zip codes, phone numbers, or abbreviations.  
  - For any author whose name has three or more parts (e.g., Jane Taylor Doe), the manuscript includes a note indicating how the name should be structured when listed in alphabetical order by last name.  
  - The author information pertains only to individuals who were involved in preparation of the manuscript, not all individuals who may have been involved in the project or program the manuscript discusses.  

- First-level headings are title case, bold, and centered. Second-level headings are title case, bold, and flush left. Third-level headings are title case, bold, italicized, and flush left. Fourth-level headings are title case, italicized, and flush left.  
  - Run-in headings are sentence case and italicized.  
  - For any level of heading used in the manuscript, at least two such headings are included, and related headings are grammatically parallel wherever possible.  

- All body text is one font, font size, and font color.  
  - Paragraphs are left-aligned, not indented, and single-spaced, with one line of space between paragraphs.  
  - The punctuation mark at the end of each sentence is followed by only one space.  

- For any hyperlink, the anchor text is the applicable URL (not descriptive text), and hyperlinks work.  
- The manuscript contains no masked content.  

### 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, Extension professionals, can use to advance the theory and practice of Extension.

  **Note**  
  As an example, a manuscript that discusses the optimum shape and size of hay bales is not appropriate for JOE; 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 JOE; it provides information readers may be able to apply to their own work, regardless of discipline. Also, a manuscript that applies to a too-broad audience (such as a manuscript that gives generic information about productivity tools for all professionals) is inappropriate for JOE.

- The manuscript is placed within the scholarly dialogue of the topic.

- The manuscript centers on a clear main point that is sufficiently and logically developed.  
- The manuscript does not include repetitive or irrelevant content.
- As appropriate for the article category, the manuscript describes a replicable methodology and useful findings.
- There are no inaccuracies (e.g., mathematical, statistical) in the underlying analyses of data or in presentations of data. (All math has been double-checked for accuracy.)
- 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, precise, and consistent.
- The manuscript explicitly describes implications/applications for Extension professionals. Recommendations are based on findings.
- The manuscript includes an adequate conclusion.

### Effectiveness of Writing/Editorial Style

- **Note**: Some items in this part of the checklist are broad strokes. For details, see the APA manual and JOE Style and Guidance for Avoiding Common Manuscript Problems.

#### Ensure that the following conditions are met:

- The manuscript is well-organized, with a clear heading hierarchy and paragraphs that communicate a logical, cohesive flow of ideas.
- The content is formatted with onscreen reading in mind (e.g., shorter sentences and paragraphs, bulleted lists).
- First person is used to refer to the manuscript’s author(s).
- Active voice is used wherever possible.
- The manuscript is free from inappropriate anthropomorphism.
- 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.
- Clarity is enhanced through straightforward and simple sentence constructions and phrasings, consistent ordering of like concepts, clear pronoun referents, and so on.
- Quotations are used judiciously, introduced correctly, and integrated seamlessly into surrounding text, and appropriate context is provided for each quotation.
- Items in series and lists are introduced correctly, are ordered in logical ways, and are conceptually and structurally parallel.
- Appropriate verb tenses are used (e.g., past tense or present perfect tense in the literature review, past tense in descriptions of a procedure and its results, present tense in discussions of implications and conclusions).
- The manuscript demonstrates an understanding of the difference between “article” and “research.” (See guidance at [http://www.joe.org/joe/2005december/ed1.php](http://www.joe.org/joe/2005december/ed1.php).)
- Unbiased language is used throughout the manuscript.
- The manuscript demonstrates acceptable standards of grammar, usage, and mechanics.
- JOE style, which is based on APA style, is applied throughout the manuscript. In particular, style is correct with regard to abbreviations, capitalization, contractions, numbers, quoted material, seriation, statistical and mathematical copy, symbols, and bold and italic type.
- The manuscript is free from misspellings and typos.

### Tables

#### Ensure that the following conditions are met:

- Tables are constructed with the tables function of Microsoft Word; they are not embedded objects.
- Tables are necessary and are not excessively large (particularly if they are horizontal tables).
- Tables are actually tables (e.g., not simply multiple lists set in table form).
A table is referred to by table number in the body of the text preceding the table. Reference to a table is appropriate—that is, the table is referred to either by an overarching statement about its content or by a parenthetical reference in each sentence about its content.

The narrative discussion of a table supplements and highlights rather than duplicates the content of 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, under the table number. The title is clear, complete, and concise.

A table is as clear and concise as possible, and all aspects of the table other than the table number and table title are part of the table (e.g., table notes are part of the table). Entries in a particular column of a table are syntactically and conceptually parallel.

Content in a table is ordered logically, and column-row relationships are appropriate.

Every column of a table has a column heading.

The textual content of a table is adherent to style, grammar, and mechanics rules and is consistent with material presented elsewhere in the manuscript.

There are no inaccuracies (e.g., mathematical, statistical) or discrepancies in the data in a table (and any seeming discrepancies are explained). The data in a table are consistent with material presented elsewhere in the manuscript.

Content and organization of table notes, if any exist, are reflective of rules for the three permissible types of table notes described in APA manual section 5.16.

A table’s structure is appropriate and adheres to APA guidelines as nearly as possible.

A table contains no unnecessary spaces, hard returns, columns, or rows. Indentation is achieved through appropriate margin settings.

Table notes are formatted appropriately, depending on whether they are general notes, specific notes, or probability notes (in accordance with APA manual section 5.16).

For any table that is reproduced or adapted from a copyrighted source, an appropriate acknowledgment 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 even when printed in grayscale.

- The manuscript contains no more than eight figures.
- All figures have a material impact on the content (i.e., they are not decorative).
- Figures are actually figures (e.g., not tables).

- A figure is referred to by figure number in the body of the text preceding the figure. Reference to a figure is appropriate—that is, the figure is referred to either by an overarching statement about its content or by a parenthetical reference in each sentence about its content.
- The narrative discussion of a figure supplements and highlights rather than duplicates the content of the figure.
- A figure is placed as near as possible to the discussion of the figure and between, not within, paragraphs.
Manuscript Submission Checklist for Prospective JOE Authors

- Figures are numbered with whole numbers in the order in which they are mentioned in the text. The figure number (e.g., Figure 1) is placed above and outside the figure.
- Each figure has one title, and that title is placed above and outside the figure, under the figure number. The title is clear, complete, and concise.

**Note**  
JOE style for figures supersedes APA style for figures. Per JOE style, figures have titles, and those titles do not contain explanatory information.

- A figure is as clear and concise as possible, and all aspects of the figure other than the figure number and figure title are contained within the figure. No part of a figure is a text box positioned over the figure.
- The textual content of each figure is adherent to style, grammar, and mechanics rules and is consistent with material presented elsewhere in the manuscript.
- There are no inaccuracies (e.g., mathematical, statistical) or discrepancies in the data in a figure (and any seeming discrepancies are explained). The data in a figure are consistent with material presented elsewhere in the manuscript.
- Each figure's structure is appropriate and adheres to APA guidelines as nearly as possible.
- For any figure that is reproduced or adapted from a copyrighted source, an appropriate acknowledgment is included and is in accordance with APA style.

**Author Notes, Disclaimers, Acknowledgments, Recommendations for Further Reading**

**Ensure that the following conditions are met:**

- Any author notes, disclaimers, acknowledgments, and recommendations for further reading follow the body of the manuscript.
- If multiple sections such as this are included, they occur in the following order: Author Note(s), Disclaimer(s), Acknowledgment(s), and Recommendation(s) for Further Reading.
- Any such section has the appropriate heading—Author Note(s), Disclaimer(s), Acknowledgment(s), and Recommendation(s) for Further Reading (plural forms are used as needed), and the heading is bold and centered.

**Note**  
If both a disclaimer(s) section and an acknowledgment(s) section are included, they are combined and the heading is Disclaimer(s) and Acknowledgment(s).

- The Author Note(s) section, if included, addresses changes in author affiliation that occurred after the research/project was conducted.
- The Disclaimer(s) section, if included, provides a statement regarding responsibility for the content of the manuscript and/or another type of disclamatory remark.
- The Acknowledgment(s) section, if included, expresses thanks, appreciation, and/or other types of acknowledgment.
- The Recommendation(s) for Further Reading section, if included, is a brief listing of additional relevant resources readers can use to supplement their understanding of the topic of the manuscript.

**Citations and References**

**Note**  
Some items in this part of the checklist are broad strokes. For details, see the APA manual and JOE Style and Guidance for Avoiding Common Manuscript Problems.

**Ensure that the following conditions are met:**
## Manuscript Submission Checklist for Prospective JOE Authors

- The manuscript contains scholarly citations, including at least one citation of a JOE article.
- Sources cited, other than seminal works, are as current as possible.
- In-text citations conform to APA style.

- The heading for the References section (References) is bold and centered.
- Entries in the References section are left-aligned, not indented, and single-spaced, with one line of space between entries.
- Entries in the References section are in alphabetical order and adhere to other order rules of APA style.
- Entries in the References section, other than those for JOE articles, conform to APA style.
- Entries in the References section for JOE articles conform to JOE style.

- 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.
- All citations and References section entries are correct.

### Appendixes

Ensure that the following conditions are met:

- Any appendixes that are included follow the References section.
- The heading for an appendix includes a label and a title. If only one appendix is included, the label is Appendix; if multiple appendixes are included, the labels have capital letters (e.g., Appendix A).
- For each appendix, the label and the title are on separate lines and are title case, bold, and centered.

- 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 appendixes are included, each appendix is referred to by its label (e.g., “see Appendix A”).

### Abstract and Keywords List

Ensure that the following conditions are met:

- The abstract follows the References section (or any appendixes).
- The heading for the abstract (Abstract) is bold and centered.
- The abstract text is left-aligned and formatted in “text block” style (not indented, single-spaced).

- The abstract describes in 100 or fewer words: (a) the manuscript topic (in one sentence, if possible); (b) the purpose, thesis, or organizing concept of the manuscript and the scope of the manuscript; (c) the sources of data used, if appropriate; and (d) conclusions, recommendations, and implications.
- The abstract contains only information that is included in the body of the manuscript.
- The abstract does not include hyperlinks or citations.

- The keywords list follows the abstract, and the bold run-in heading (Keywords:) introduces the list.
- The keywords list includes no more than five words and/or phrases, separated by commas. Abbreviations are not included except as needed due to the comma-delimited nature of the list.
- The keywords/key phrases reflect the content of the manuscript and are specific and user-friendly.

### Submission Procedure

**Note** The editor typically responds within a few business days of receiving a submission email.

Ensure that the following conditions are met:

- The subject line of the submission email contains the word submission, the article category, and the corresponding author’s last name.
- The body of the email includes a statement confirming that the *JOE* Manuscript Submission Checklist has been applied and that the manuscript meets the conditions identified in the checklist.
- If content similar to that in the manuscript has been previously published (in a source qualifying as a permissible exception to the *JOE* duplicate publication policy), the body of the email includes a statement notifying the editor of these circumstances.
- The manuscript is included as an attachment to the submission email.