Tips for Writing for the *Journal of Extension*

The *Journal of Extension (JOE)* is the official refereed journal of the nationwide Cooperative Extension System. *JOE* is published in electronic format only and is accessed on the Web at <www.joe.org>.

*JOE* is a peer-reviewed journal that expands and updates the research and knowledge base for Extension professionals and other adult educators. The purpose of writing for *JOE* is to share with your colleagues successful educational applications, original and applied research findings, scholarly opinions, educational resources, and challenges on issues of critical importance to Extension educators.

• **Become familiar with *JOE* by reading it.** You can access the current issue and back issues at <www.joe.org>. From there you can also find the *JOE* submission guidelines and other useful information about the journal.

• **Follow the submission guidelines.** They contain information on types and lengths of articles appropriate for *JOE*, the style manual used by *JOE*, and submission and layout formats and procedures. The guidelines are regularly updated, so it’s a good idea to check them before you start writing and also before you submit your article.

• **Plan your article for the broadest possible audience of Extension professionals.**

• **Write your article with the Web and on-screen reading in mind.** Favor active voice over passive voice. Use shorter sentences and paragraphs, and more bullet and numbered lists than are conventional in traditional, on-paper journals. Brevity and clarity, the hallmarks of effective writing, are even more important on the Web.

• **Keep a clear and narrow focus by sticking to one main point or theme.** Make sure your article “flows” well and is easy to follow and understand.

• **Remember the basics.** Place any literature review near your introduction; keep your findings and recommendations separate; base your recommendations and conclusions on your findings; and make sure your citations and references conform to *JOE* style.

• **Develop an effective title,** one that’s brief, that “catches the eye,” and that indicates the content of your article.

• **Ask at least one colleague to review your article** to ensure that it’s as good as you can make it before it goes through the formal *JOE* review process.

• **Choose a “lead” or corresponding author** if your article has multiple authors.
