



Submission Checklist for the *Journal of Agriculture, Food Systems, and Community Development (JAFSCD)*

Adapted from APA Publication Manual, Sixth Edition, "Checklist for Manuscript Submission," pp. 241–243. Sections noted in parentheses refer to sections of the APA manual. We strongly recommend the APA Publication Manual as a reference for any academic author! For additional guidance specifically on JAFSCD submissions, see <http://www.aqdevjournal.com/submission-guidelines.html>

Format

- Is the manuscript double-spaced?
- Are the margins 1" all around?
- Are all pages numbered, starting with the title page?

Title Page, Abstract, and Keywords

- Is the title 15 words at the most?
- Are all author names on the title page?
- Does the byline include the institution(s) for all authors where the work was conducted?
- Does the title page include the title, byline, and date of submission, and author note?
- Is the abstract range 250 words maximum?
- Have you included up to 10 keywords?

Notes and Footnotes

- Is the departmental affiliation given for each author in the author note (2.03)?
- Does the author note include both the author's current affiliation if it is different from the byline affiliation, and a current address for correspondence (2.03)?
- Does the author note disclose special circumstances about the article (portions presented at a meeting, student paper as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest (2.03)?
- In the text, are all footnotes indicated, and are footnote numbers correctly located (2.12)?

References (see examples of the most common references below)

We will **return** a manuscript and put its peer review **on hold** if its references are not formatted in the APA style or are incomplete. We do not have the staff time to correct reference lists.

- Have you used the (Author, Date) citation method in your body content, with multiple citations in alphabetical order (*not* by date)?
- Are quotations in the text cited with a page number or URL? See the examples section.
- Are references cited both in text and in the reference list (6.11-6.21)?
- Do the text citations and reference list entries agree both in spelling and in date (6.11-6.21)?
- Are journal titles in the reference list spelled out fully (6.29)?
- Are the references (both in the parenthetical text citations and in the reference list) ordered alphabetically by the authors' surnames (*not* by date) (6.16, 6.25)?
- Are inclusive page numbers for all articles or chapters provided in the reference list (7.01, 7.02)?
- Have you entered DOIs for all references for which they are assigned?

Paragraphs and Headings

- Do the levels of headings accurately reflect the organization of the paper?
- Do all headings of the same level appear in the same format?

Tables and Figures

- Does every table column, including the stub column, have a heading (5.13, 5.19)?
- Are all figures and tables numbered consecutively with Arabic numerals (5.05, 5.30)?
- Are all figures and tables mentioned in the text (for example, “see table 2”) and numbered in the order in which they are mentioned (5.05, 5.19)?
- Are the figures being submitted in an EDITABLE file format acceptable to the publisher, such as an Excel file (5.30)? If not, have you explained why you can’t provide it?
- Has the figure been prepared at a resolution sufficient to produce a high-quality image (5.25)?

Copyright and Quotations

- Is written permission to use previously published text, tests or portions of tests, tables, or figures enclosed with the manuscript (6.10)?
- Are page or paragraph numbers provided in text for all quotations (6.03, 6.05)? (See the example below.)
- Do you have a photo consent form for any photo with an identifiable person in it?

Abbreviations

- Are unnecessary abbreviations eliminated and necessary ones explained?
- Are abbreviations in tables and figures explained in the table notes and figure captions or legends?

Mathematics and Statistics

- Are Greek letters and all but the most common mathematical symbols identified in the manuscript (4.45-4.49)?
- Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics (4.45)?

Units of Measurement

- Are metric equivalents for all nonmetric units provided (4.39)?
- Are all metric and nonmetric units with numeric values abbreviated (4.27, 4.40)?

Submitting the Manuscript

When submitting via *Manuscript FastTrack*, JAFSCD’s editorial management system:

- Have you mentioned in your submission any supplemental material you are submitting for the online version of your article?
- Have you assigned topics?
- Have you uploaded your original data files for any charts or other graphics?

For Your Information: Examples of APA Style for the Most Common References

(Adapted from Wikipedia, APA style, retrieved from http://en.wikipedia.org/wiki/APA_style)

If you're using Word 2007 or later, you can have your references formatted to APA format for you. Go to the References menu, click on Insert Citation, and complete all fields in the Create Source dialog box.

Citations within the Text

Use the (Author, Date) format; for multiple citations, put them in *alphabetical*, not date, order:

- (Benchley, 1965; Smith, Benchley, & Thomas, 2009; Wiggins & Jones, 2008)

For multiple authors, *ALL are listed in the first mention of the reference*; subsequent mentions use (First Author et al., Date). If multiple authors are the same, spell out as many as needed to distinguish.

- first occurrence: (Smith, Jones, Benchley, & Wiggins, 2009)
- subsequent occurrences: (Smith et al., 2009)
- Smith, Jones, Jackson, et al., 2006; Smith, Jones, Brown, et al., 2006)

For *quoted* material from a paginated source, you must include a page number:

- (Benchley, 1965, p. 12)

For *quoted* material from a nonpaginated source such as a Web page, use paragraph numbers if they are visible (abbreviated *para.*); if not, use the heading and number of the paragraph below it (the heading can be shortened if it's unwieldy):

- (Golon, Kuchler, & Krissof, 2007, "Mandatory Labeling," para. 4)

E-mail, phone conversation, or other personal communication (*cite in text only*):

- (A. Monterey, personal communication, September 28, 2001)

Reference Listing for Print Sources

Book by one author:

- Sheril, R. (1956). *The terrifying future: Contemplating color TV*. San Diego, California: Halstead.

Book by two authors:

- Kurosawa, J., & Armistead, Q. (1972). *Hairball: An intensive peek behind the surface of an enigma*. Hamilton, Ontario, Canada: McMaster University Press.

Chapter in an edited book (note that the page numbers of the chapter follow the book title):

- Mcdonalds, A. (1993). Practical methods for the apprehension and sustained containment of supernatural entities. In G. L. Yeager (Ed.), *Paranormal and occult studies: Case studies in application* (pp. 42–64). London: OtherWorld Books.

Dissertation (PhD or master's):

- Mcdonalds, A. (1991). *Practical dissertation title* (Unpublished doctoral dissertation). University of Florida, Gainesville, Florida.

Article in a journal, with and without DOI¹:

- Rottweiler, F. T., & Beauchemin, J. L. (1987). Detroit and Narnia: Two foes on the brink of destruction. *Canadian/American Studies Journal*, 54(1), 66–146.
- Kling, K. C., Hyde, J. S., Showers, C. J., & Buswell, B. N. (1999). Gender differences in self-esteem: A meta-analysis. *Psychological Bulletin*, 125(3), 470–500. <http://dx.doi.org/10.1037/0033-2909.125.4.470>

¹ A DOI is a "digital object identifier," a means of persistently identifying digital information that consists of a unique alphanumeric string. All DOIs are preceded by "http://dx.doi.org" — using "doi:" has been phased out.

Article in a print newspaper:

- Wrong, M. (2005, August 17). "Never gonna give you up," says mayor. *Toronto Sol*, p. 4.

Reference Listing for Electronic Sources

For electronic references, websites, and online articles, APA Style asserts some basic rules, including to

- direct readers specifically to the source material using URLs that work
- include retrieval date **ONLY** when content is likely to change (e.g., wikis, About pages).
Otherwise do not include the retrieval date.
- include all other relevant APA Style details for the source

Online article based on a print source, with DOI (e.g., a PDF of a print source from a database):

- Krueger, R. F., Markon, K. E., Patrick, C. J., & Iacono, W. G. (2005). Externalizing psychopathology in adulthood: A dimensional-spectrum conceptualization and its implications for DSM-V. *Journal of Abnormal Psychology*, 114, 537-550. <http://dx.doi.org/10.1037/0021-843X.114.4.537>

Online article based on a print source, without DOI (e.g., a PDF of a print source from a database):

- Marlowe, P., Spade, S., & Chan, C. (2001). Detective work and the benefits of colour versus black and white. *Journal of Pointless Research*, 11, 123–127.

Online article from a database, no DOI, available ONLY in that database (proprietary content—not things like Ovid, EBSCO, and PsycINFO):

- Liquor advertising on TV. (2002, June 18). Retrieved from <http://factsonfile.infobasepub.com/>
OR
- Liquor advertising on TV. (2002, June 18). Retrieved from *Issues and Controversies* database.

Article in an Internet-only journal:

- McDonald, C., & Chenoweth, L. (2009). Leadership: A crucial ingredient in unstable times. *Social Work & Society*, 7. Retrieved from <http://www.socwork.net/2009/1/articles/mcdonaldchenoweth>

Article in an Internet-only newsletter (eight or more authors):

- Paradise, S., Moriarty, D., Marx, C., Lee, O. B., Hassel, E., Thyme, E. J., . . . Bradford, J. (1957, July). Portrayals of fictional characters in reality-based popular writing: Project update. *Off the Beaten Path*, 7. Retrieved from <http://www.newsletter.offthebeatenpath.news/otr/complaints.html>

Article with no author identified (the title moves to the "author" position):

- Britain launches new space agency. (2010, March 24). Retrieved from <http://news.ninemsn.com.au/technology/1031221/britain-launches-new-space-agency>

Article with no author and no date identified (e.g., wiki article):

- Harry Potter. (n.d.). In *Wikipedia*. Retrieved August 28, 2010, from http://en.wikipedia.org/w/index.php?title=Harry_Potter&oldid=380786432

Entry in an online dictionary or reference work, no date and no author identified:

- Verisimilitude. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.merriam-webster.com/dictionary/verisimilitude>