

## 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 guidance provided in the current edition of *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. (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 and progress to the next stage of 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 content acknowledging such permission is included at the appropriate place in the manuscript. (See the APA manual.)
- 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.

### Manuscript Format and Adherence to Editorial Style

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

- The manuscript is a single Microsoft Word file.
- The manuscript contains no masked content.
- The manuscript contains no footnotes or end notes.
- The title conforms to APA Style.
- A running head is included and conforms to APA Style.
- Heading hierarchy and formatting conform to APA Style. (Inclusion of the heading “Introduction” is permissible.)
- For any level of heading used in the manuscript, at least two such headings are included.
- The author byline information conforms to APA Style.
- The author affiliation information conforms to APA Style.
- An author note section is included and conforms to APA Style.

<input type="checkbox"/> The abstract is in paragraph form and is 100 or fewer words. <input type="checkbox"/> The abstract contains only information that is included in the body of the manuscript. <input type="checkbox"/> The abstract does not include hyperlinks or citations.
<input type="checkbox"/> The keywords list conforms to APA Style.
<input type="checkbox"/> The body text format conforms to APA Style. <input type="checkbox"/> For any hyperlink, the anchor text is the applicable URL (not descriptive text), and hyperlinks work.
<input type="checkbox"/> In-text citations conform to APA Style. <input type="checkbox"/> Citations for direct quotations include page numbers or page number alternatives to indicate the exact positions of quoted material in source texts. <input type="checkbox"/> Formatting of the References section conforms to APA Style. <input type="checkbox"/> Entries in the References section conform to APA Style. <input type="checkbox"/> Citations and References section entries are set as ordinary text, free from any underlying codes resulting from use of citation management tools.
<input type="checkbox"/> <i>JOE</i> style, which is based on APA Style, is applied throughout the manuscript. In particular, style is correct with regard to abbreviations, use of bold and italic type, capitalization, contractions, dates, units of measurement, numbers, quoted material, seriation, spellings, statistical and mathematical copy, and symbols.

## Content

### Ensure that the following conditions are met:

<input type="checkbox"/> The manuscript is placed within an Extension/outreach context. That is, it contains information that the <i>JOE</i> audience, Extension professionals, can use to advance the theory and practice of Extension.
<p><b>Note</b> 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.</p>
<input type="checkbox"/> The manuscript is placed within the scholarly dialogue on the topic. <input type="checkbox"/> The manuscript contains scholarly citations, including citation of at least one <i>JOE</i> article. <input type="checkbox"/> Sources cited, other than seminal works, are as current as possible. <input type="checkbox"/> 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. <input type="checkbox"/> All aspects of documentation of sources (e.g., spellings of author names, order of author names, dates) is consistent between a citation and its associated entry in the References list, and the content of all in-text citations and References section entries is correct.
<input type="checkbox"/> The content aligns with the journal article reporting standards outlined in the APA manual to the extent applicable given the study or project that is the topic of the manuscript. <input type="checkbox"/> Questionnaires, interview protocols, code for mathematical models, and other such items are included within the manuscript or provided as supplemental material as applicable.
<input type="checkbox"/> The manuscript centers on a clear main point that is sufficiently and logically developed. <input type="checkbox"/> 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).
- Statistical terms and abbreviations are used correctly.
- Language used to discuss methods and findings is clear, accurate, precise, and consistent.
- The manuscript explicitly describes implications/applications for Extension professionals, and such are based on the presented findings or ideas.
- The manuscript includes an adequate conclusion.

### Effectiveness of Writing

**Note** Some items in this part of the checklist are broad strokes. For details, see the APA manual or other manuscript development resources.

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

- The title is compelling, succinct, and reflective of the content.
  - The abstract is compelling and describes (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 manuscript is well-organized, with a clear heading hierarchy and paragraphs that communicate a logical, coherent flow of ideas.
  - Related headings are grammatically parallel.
- 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. Use of wording from study materials (e.g., a study instrument) is avoided if such wording is not contextually appropriate, and natural language is used instead. (For example, language such as "About half the respondents indicated that they did not change their practices" is used instead of language such as "About half the respondents indicated 'I did not change my practices.'")
  - Consistent terminology is used for a particular entity, group, concept, practice, or so on.
  - Clarity is enhanced through use of topic sentences and transitional language, straightforward and simple sentence constructions and phrasings, consistent ordering of like concepts, clear pronoun referents, application of parallelism, and so on.
  - Quotations are used judiciously, introduced correctly, and integrated seamlessly into surrounding text, and appropriate context is provided for each quotation. Bracketed text and ellipses are used wherever necessary to increase the clarity of quoted material.
  - 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).
- Unbiased language is used throughout the manuscript.
  - The manuscript demonstrates acceptable standards of grammar, usage, and mechanics.
  - 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. No extra lines of space precede or follow the table.
- 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 and is not simply verbatim language from study materials, such as verbatim language from a survey question.
- 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. Use of wording from study materials (e.g., a study instrument) is avoided if such wording is not contextually appropriate, and natural language is used instead.
  - 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 permissible types of table notes described in the APA manual.
- 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 Style).
- 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 when printed in grayscale.
- All figures have a material impact on the content (i.e., they are not decorative).

<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> The narrative discussion of a figure supplements and highlights rather than duplicates the content of the figure.</li> <li><input type="checkbox"/> A figure is placed as near as possible to the discussion of the figure and between, not within, paragraphs. No extra lines of space precede or follow the figure.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Each figure has one title, and that title is placed above and outside the figure. The title is clear, complete, and concise and is not simply verbatim language from study materials, such as verbatim language from a survey question.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> The textual content of each figure is adherent to style, grammar, and mechanics rules and is consistent with material presented elsewhere in the manuscript. Use of wording from study materials (e.g., a study instrument) is avoided if such wording is not contextually appropriate, and natural language is used instead.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Each figure's structure is appropriate and adheres to APA guidelines as nearly as possible.</li> <li><input type="checkbox"/> Figure notes are formatted appropriately, depending on whether they are general notes, specific notes, or probability notes (in accordance with APA Style).</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> For any figure that is reproduced or adapted from a copyrighted source, an appropriate acknowledgment is included and is in accordance with APA Style.</li> </ul>

## Appendixes

*Ensure that the following conditions are met:*

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

## 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.
  - If the name of any author on the manuscript involves three or more parts (e.g., Jane Taylor Doe), the email includes an explanation of how the name is to be structured when listed in alphabetical order according to last name (e.g., Doe, Jane Taylor or Taylor Doe, Jane).
- The manuscript, in the form of a single Microsoft Word file, is included as an attachment to the submission email.

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