



American Association for Agricultural Education
2016 Annual Conference
Kansas City, Missouri – May 17-20, 2016

Call for Research Papers
Preparing the Manuscript for Submission

Style

- Except modifications specified in this call, follow manuscript style guidelines as specified by the *Publication Manual of the American Psychological Association* (6th ed.).
- Refer to the *Publication Manual* (pp. 21 – 37) for manuscript elements and content.
 - o Omit manuscript elements listed in sections 2.02, 2.03, 2.12, and 2.13.
 - o Do not include a cover page, running heads, or appendices.
 - o Turn off all hyperlinks of URL references.

Manuscript Structure and Content

- **Typeface:** Times New Roman with 12-point font size, standard character spacing
- **Line Spacing and Margins:** Single-space between all text lines of the manuscript; double-space between paragraphs, heading and text, and table and text; use uniform one-inch margins.
- **Page Limitation:** Manuscripts are limited to 12 pages, including title, abstract, tables, figures
 - o References are not included in 12 page maximum.
 - o Use the “insert, page number” command of MS Word to number all manuscript pages, including the first page; center number at bottom of each page. Do not use other footers, headers, or footnotes.
- **Title:** Center and bold the title at the top of the first page; capitalize only first letters of words in the title.
- **Abstract:** Type the abstract (200 word maximum) *in italics* immediately after the manuscript title.
- **Suggested Sections:** Introduction/Theoretical Framework, Purpose(s)/Objective(s), Method/Procedures, Results/Findings, Conclusions/Recommendations/Implications, References.
- **Body of the Manuscript:** Begin the body of the manuscript immediately following the abstract
 - o Main headings should be bolded and centered.
 - o Tables must be prepared using the “Table” function in Microsoft Word.
 - o Tables and figures should be placed within the body of the manuscript as soon as feasible after their first mention in the text.
 - o Effect sizes must be reported when reporting statistical significance for quantitative data analyses.
 - o DOI Numbers must be included in references, if available.
- The manuscript should be prepared for masked review.
 - o Information that would identify the author(s) and/or university should be omitted and replaced with [brackets].
 - o Remove hidden data and personal information by inspecting documents. Refer to <http://goo.gl/j077t> for additional information.

Submission Procedures

- Submit one Microsoft Word file (.doc or .docx) to the FastTrack™ system at <http://aaae.expressacademic.org/login.php>
- At least one author must be a current dues-paying member of AA AE at the time of submission. Papers not meeting this requirement *will not* be reviewed.

Deadline: Monday, January 18, 2016 (11:59 p.m., CST)

If you have questions about submitting a manuscript, contact **Travis Park** (tdpark@ncsu.edu) or **Wendy Warner** (wjwarner@ncsu.edu) at North Carolina State University