



Submission Checklist and APA Reference Guide 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. We strongly recommend the APA Publication Manual as a reference for any academic author. For additional guidance specifically on JAFSCD submissions, see <http://www.agdevjournal.com/submission-guidelines.html>

Format

- ▶ Manuscript is double-spaced with 1" margins all around.
- ▶ All pages are numbered, starting with the title page. (Don't use *line* numbering.)
- ▶ Hanging paragraphs are used for the reference list. (Don't put a hard return and tab in the middle of a reference item.)

Title Page (uploaded separately *after* the main manuscript in *Manuscript FastTrack*), to include:

- ▶ **Title** of your manuscript (15 words at the most)
- ▶ **All authors.** For each author, provide:
 - **Full name** as they want to be listed (for those with compound names, identify how they should be listed; e.g., "Maria Martinez Smith (list as Smith, M. M.)")
 - **Job title**
 - **Institutional affiliation** (if none, provide the author's current city and state)
 - **Email address** (and specify if co-authors' emails should be published. Emails for all authors are required by our system's back end, but don't have to be published in the front end.)
- ▶ Identify the **corresponding author** and provide their full contact information, including mailing address and (optionally) phone number.
- ▶ The byline for each author should be their affiliation *at the time the research was done*. If any author has changed jobs since the work was done, add a second sentence starting with "[Name] is now at..." and list their new affiliation and contact information.
- ▶ If applicable, include an **Author Note** that discloses any special circumstances about the article (e.g., portions presented at a meeting, student paper or graduate thesis as basis for the article, report of a longitudinal study, relationship that may be perceived as a conflict of interest).
- ▶ If applicable, include a separate **Funding Disclosure** that names the sources of funding for your work.
- ▶ If applicable, include an **Acknowledgments** section.

Abstract and Keywords

- ▶ Abstract should be 350 words maximum.
- ▶ Include up to 10 keywords or key phrases.
- ▶ Include the abstract and keywords on the first page of the manuscript (not on the title page).

Footnotes

- ▶ Use footnotes rather than endnotes.
- ▶ Footnotes are not used for citing references; they're used for supplemental information, website addresses (but not as a substitute for a reference), clarification, definitions, etc.

Paragraphs and Headings

- ▶ Levels of headings accurately reflect the organization of the paper.
- ▶ All headings of the same level should have the same format.

Tables and Figures

- ▶ Every table column has a heading.
- ▶ All figures and tables are numbered consecutively with Arabic numerals.
- ▶ Figures and tables are mentioned in the text (for example, “see Table 2”) and numbered in the order in which they are mentioned.
- ▶ Any notes within the table are labeled with superscripted lowercase letters (^a) and the notes are at the bottom of the table or figure (not in a footnote).
- ▶ Figures are submitted in an *EDITABLE* file format (in addition to being pasted into your manuscript), such as Excel, PowerPoint, or Word.
- ▶ Are figures of high enough resolution to produce a high-quality, readable image?

Permissions and Consents

- ▶ Written permission has been obtained to use previously published text, tests, or portions of tests, tables, or figures uploaded with the manuscript.
- ▶ A photo consent form has been obtained for any photo with an identifiable person in it.

Abbreviations

- ▶ Unnecessary abbreviations are eliminated and necessary ones are spelled out.
- ▶ Abbreviations in tables and figures are explained in the table notes and figure captions or legends.

Units of Measurement

- ▶ Metric equivalents for all nonmetric units are provided. Word can do a quick conversion for you (copy the value and paste into parentheses; right click and go to Additional Actions and then Measurement Converter). You can also use a website like www.convertit.com.
- ▶ All metric and nonmetric units with numeric values are abbreviated.

References: examples of the most common references are below.

*We will **return** a manuscript and put its peer review **on hold** if its references are not formatted in APA style or are incomplete.*

- ▶ Include **DOIs for all references** for which they’re available. **Here’s an easy look-up site:** Paste your entire reference list into <http://www.crossref.org/SimpleTextQuery/> and copy and paste any DOIs it finds back into your reference list. Pasting in your entire reference list ensures that even reports, book chapters, etc., with DOIs will be found.
- ▶ Use the **(Author, Date) citation style** in your body content, with **multiple citations in alphabetical order** (not chronological).
- ▶ **All authors are named on the first citation** (unless there are 6 or more); use the first author + “et al.” for subsequent citations.
- ▶ All **quotations** in the text are cited with a page or para. number. See the examples below.
- ▶ All references are both cited both in text and listed in the reference list.
- ▶ In-text citations and reference list entries agree both in spelling and date.
- ▶ Journal titles in the reference list are **spelled out**.
- ▶ Page numbers for all articles or chapters are provided in the reference list.
- ▶ For online resources without a DOI, provide a URL.
- ▶ Date of retrieval is only needed for web sources that may change, not for PDFs and other static content. See more on how to cite a website per APA: <https://blog.apastyle.org/apastyle/website/>

□ Submitting the Manuscript

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

- ▶ Mention in your submission any supplemental material you are submitting for the online version of your article.
 - ▶ Assigned topics accurately.
 - ▶ Upload your manuscript as a Word file — **not a PDF**.
 - ▶ Upload your original data files for any charts.
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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)

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, 2005)

For multiple authors, *ALL are listed in the first mention of the reference (unless there are 6 or more)*; 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, 2018)
- subsequent occurrences: (Smith et al., 2018)
- Smith, Jones, Benchley, et al., 2018; Smith, Jones, Jackson, et al., 2018)

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

- “Oh no, a great white shark!” (Benchley, 1965, p. 12).

For *directly quoted* material from a nonpaginated source, such as a web page, use paragraph numbers (abbreviated *para.*); if there are headings, use them and the number of the paragraph below it (the heading can be shortened if it's unwieldy):

- “Food labeling is critical” (Golon, Kuchler, & Krissof, 2014, “Mandatory Labeling,” para. 4).

E-mail, phone conversation, or other personal communication are *cited in text only*—don't include in the references list:

- (A. Monterey, personal communication, September 28, 2019)

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. In G. L. Yeager (Ed.), *Paranormal and occult studies: Case studies in application* (pp. 42–64). London: OtherWorld Books.

Dissertation (doctoral 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. <https://casj.org> (since the journal doesn't provide DOIs, list its home page, not the article's page)
- Kling, K. C., Hyde, J. S., Showers, C. J., & Buswell, B. N. (1999). Gender differences in self-esteem. *Psychological Bulletin*, 125(3), 470–500. <http://dx.doi.org/10.1037/0033-2909.125.4.470>

Article in a print newspaper:

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

How to Cite Website 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, and to specific pages.
- 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 (author, date, title, publisher).
- See helpful details on citing web references at <https://blog.apastyle.org/apastyle/website/>

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>

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.