



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

*Adapted from Publication Manual of the American Psychological Association [APA], Seventh Edition, "Paper Elements," pp. 30–42; see also pp. 381–390. Page numbers noted in parentheses refer to 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.agdevjournal.com/submission-guidelines.html>*

### ☐ **Format**

- Is the manuscript double-spaced with 1" margins all around?
- Are the pages numbered? (Please don't use *line* numbering.)
- Have you used hanging paragraphs for the reference list? (Don't put a hard return and tab in the middle of a reference item.)

### ☐ **Title Page** (to be uploaded separately *after* the main manuscript in our peer-review system, *Manuscript FastTrack*):

- Is the title 15 words at the most?
- Are all author names on the title page?
- Does the byline include the affiliations, contact information, and email address for all authors where the work was conducted?
- Is the corresponding author identified and full contact information included?
- Does the title page include the title, byline, and author note (if any)?
- Is the departmental affiliation given for each author in the author note? (pp. 33–35) (Specify if the co-authors' emails should be published or not. Emails for all authors are required by the back end of our system when publishing items but do not need to be included in the published paper.)
- 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? (p. 35)
- If applicable, have you included a separate Funding Disclosure that names any sources of funding for your work?
- If applicable, have you included an Author Note that discloses any 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)? (pp. 36–37)

### ☐ **Abstract, and Keywords**

- In the main manuscript, include the title of your article (as well as on the title page).
- Is the abstract 350 words maximum?
- Have you included up to 10 keywords or key phrases?
- Are the abstract and keywords on the first page of the manuscript (not on the title page)?

### ☐ **Notes and Footnotes**

- In the text, are all footnotes indicated, and are footnote numbers correctly located? (p. 40) Footnotes are not used for citing references; they're used for supplemental information, website addresses, clarification, definitions, etc. All citations should be in the reference list.

☐ **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.

- ▶ Have you included **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. Easy peasy!
- ▶ Have you used the **(Author, Date) citation style** in your body content, with **multiple citations in alphabetical order** (not chronological)? (pp. 261–264)
- ▶ **All authors are named on the first citation** (unless there are 7 or more); use the first author + “et al.” for subsequent citations.
- ▶ Are **quotations** in the text cited with a page or para. number? See the examples (p. 264).
- ▶ Are references cited both in text and in the reference list? (p. 257) And do the text citations and reference list entries agree both in spelling and date?
- ▶ Are journal titles in the reference list **spelled out** fully? (p. 294)
- ▶ Are page numbers for all articles or chapters provided in the reference list? (pp. 294–295). If a journal assigns article numbers instead of page numbers, enter in place of pages “Article ###”
- ▶ For online resources without a DOI, have you provided 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/>

☐ **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**

- ▶ Are tables and figures located in their correct location in the body of the manuscript? (Do *not* use a placeholder and put all tables and figures at the end.)
- ▶ Does every table column have a heading? (p. 201)
- ▶ Are all figures and tables numbered consecutively with Arabic numerals? (p. 200)
- ▶ Are all figures and tables mentioned in the text (for example, “see Table 2”) and numbered in the order in which they are mentioned? (p. 200)
- ▶ Are any notes within the table labeled with lowercase letters and placed in the bottom of the table or figure (not in a footnote)?
- ▶ Are the figures submitted in an *EDITABLE* file format (in addition to being pasted into your manuscript), such as Excel, PowerPoint, or Word? (5.30) If not, have you explained why?
- ▶ Are figures of high enough resolution to produce a high-quality, readable image? (p. 197)

☐ **Permissions and Consents**

- ▶ Is written permission to use previously published text, tests or portions of tests, tables, or figures uploaded with the manuscript? (pp. 384–390)
- ▶ 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 note, figure caption, or legend?

☐ **Mathematics and Statistics**

- Are Greek letters and all but the most common mathematical symbols identified in the manuscript (pp. 181–187)?
- Are all non-Greek letters that are used as statistical symbols for algebraic variables in italics (p. 187)?

☐ **Units of Measurement**

- Are metric equivalents for all nonmetric units provided (p. 174)? You can use a website like [www.convertit.com](http://www.convertit.com).
- Are all metric and nonmetric units with numeric values abbreviated (p. 174)?

☐ **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](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 et al., 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).

- first and subsequent occurrences: (Smith et al., 2009)

If multiple authors are the same, spell out as many as are needed to distinguish between sources:

- (Smith, Jones, Brown et al., 2006; Smith, Jones, Jackson et al., 2006)

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

- "Oh no, a great white shark!" (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):

- "Food labeling is critical" (Golon, Kuchler, & Krissof, 2007, "Mandatory Labeling," para. 4).

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

- (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*. Halstead Publishing.

Book by two authors:

- Kurosawa, J., & Armistead, Q. (1972). *A peek behind an enigma*. 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). OtherWorld Books.

Dissertation (PhD or master's):

- McDonalds, A. (1991). *Practical dissertation title* [Doctoral dissertation, University of Florida]. <https://ufl.edu/dissertations/mcdonalds1991.pdf>

Article in a journal, with and without DOI<sup>1</sup>:

- 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. *Psychological Bulletin*, 125(3), 470–500. <https://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.

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<sup>1</sup> 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 "https://doi.org" — using "doi:" and "http://dx.doi.org" have been phased out.

## 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. <https://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*. <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*. <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).  
<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](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>