



Western Region
American Association for Agricultural Education
September 18-20, 2023
Logan, UT

**Call for Preparation and Submission of
Research Paper Abstracts**



Manuscripts must be submitted no later than 11:59 p.m. (Central) on **Monday, May 1, 2023**

Manuscript Submission Format:

- Prepare manuscripts in MS Word format.
- Use Times Roman or Times New Roman 12-point font on all text, including tables.
- Set all margins at one inch.
- Do not put your name and/or identifying information on/in manuscript. For example, use [University] instead of your university's name.
- Single-space the manuscript; but double-space between paragraphs, heading and text, table, and text, etc.
- Center the bolded title of submission at the top of the first page; capitalize only first letters of words in the title.
- Reminder: manuscripts should not include an abstract.
- Start the body of your manuscript immediately following the title of the manuscript (with bolded, centered heading as suggested below).
- Use the following headers as suggested sections: Introduction/ Theoretical Framework, Purpose(s)/ Objective(s), Methods/ Procedures, Results/ Findings, Conclusions/ Recommendations/ Implications, References.
- Use the "Table" function command of MS Word to prepare tables rather than tabs and spaces.
- Place Tables/Figures within the body of the paper "shortly" after their first mention in text.
- Limit your manuscript to a maximum of **5 single-spaced pages**, including tables/figures but excluding references.
- Use "insert, page numbers" 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.
- Follow manuscript style guidelines as specified by the Publication Manual of the American Psychological Associate (7th ed.), except as modified above.

Common Disqualifying Manuscript Errors:

- Not blinded – author shares their name on the manuscript (e.g., cover page included).
- Page limit, margins, or wrong font size (or attempt to curtail the call's page limit through these same means).
- Track changes are still in the document.
- Submitted as the wrong file type (PDF instead of Word).
- Not using Times Roman or Times New Roman 12-point font on all text, including tables.

Submission Procedures:

- Manuscripts must be submitted no later than 11:59 p.m. (Central) on **Monday, May 1, 2023**
- Submit manuscript via FastTrack™ at <http://aaae.expressacademic.org/login.php> .
- At least one author should be a dues-paying member of the Western Region.
- Submit an electronic file in **MS Word** of the completed manuscript.
- Please remove any identifiers from the file before submitting. ([Click here for how to do this](#))
- If you are not a registered FastTrack™ user, you must create an account first.
- In the FastTrack™ submission process, be sure to provide the following information:
 - Title: Provide complete manuscript title
 - Author(s): List name of lead author and all co-authors
 - Document type: Select “**Western Region**”
 - Document topic(s): Indicate “Research Methodology” [Historical, Mixed Methods, Philosophical, Qualitative, or Quantitative]. Additionally, indicate “Content Focus” most closely corresponding with the manuscript (i.e., the National Research Agenda topic).
 - Document file: Attach the manuscript file and click “Submit document”

Additional Information:

If you have any questions about submitting a manuscript, contact Tyson Sorensen (tyson.sorensen@usu.edu) or Michelle Burrows (michelle.burrows@usu.edu).