Western Region
American Association for
Agricultural Education
September 9-11, 2024
Chico, CA

Call for Preparation and Submission of Research Paper Abstracts

Manuscripts must be submitted no later than 11:59 p.m. (Central) on **Monday, June 3rd, 2024.**

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 in the footer. 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.

A sample abstract can be found at:
https://aaaeonline.org/resources/Documents/Western%20Region/2022meeting/SampleWRAbstract_7thEdAPA.docx

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/comment 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.
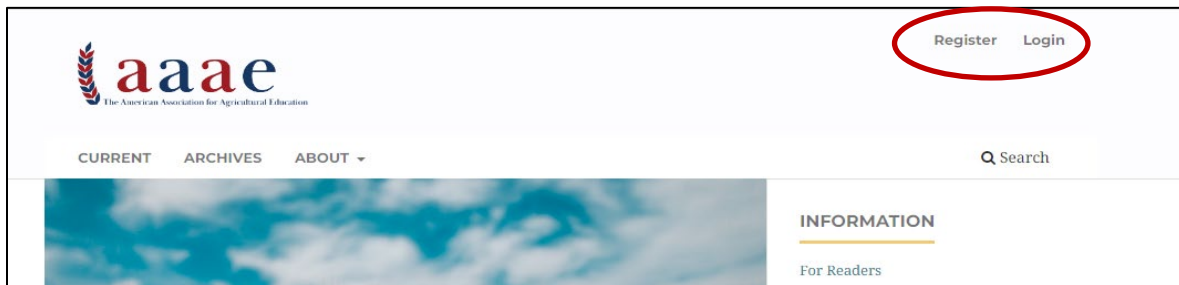
Submission Procedures

- At least one author must be a current dues-paying member of AAAE Western Region at the time of submission. Papers not meeting this requirement will not be reviewed.
- Please remove any identifiers from the file before submitting. ([Click here for how to do this](#))
- Submit one Microsoft Word file (.doc or .docx) to the PKP™ system at: https://jae-online.org/ See detailed instructions below…
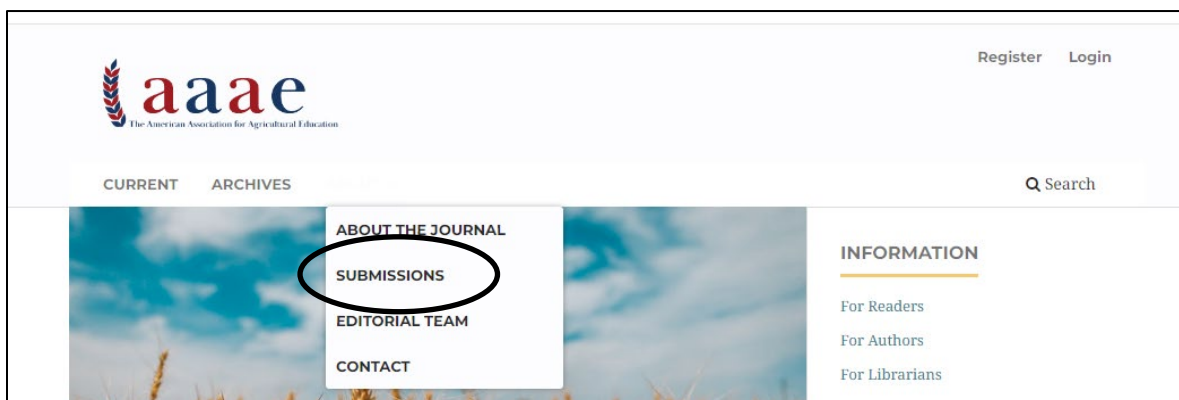
Additional Information: If you have any questions about submitting a manuscript, contact: Ben Swan (bswan@calpoly.edu) or Mike Spiess (mspiess@csuchico.edu)
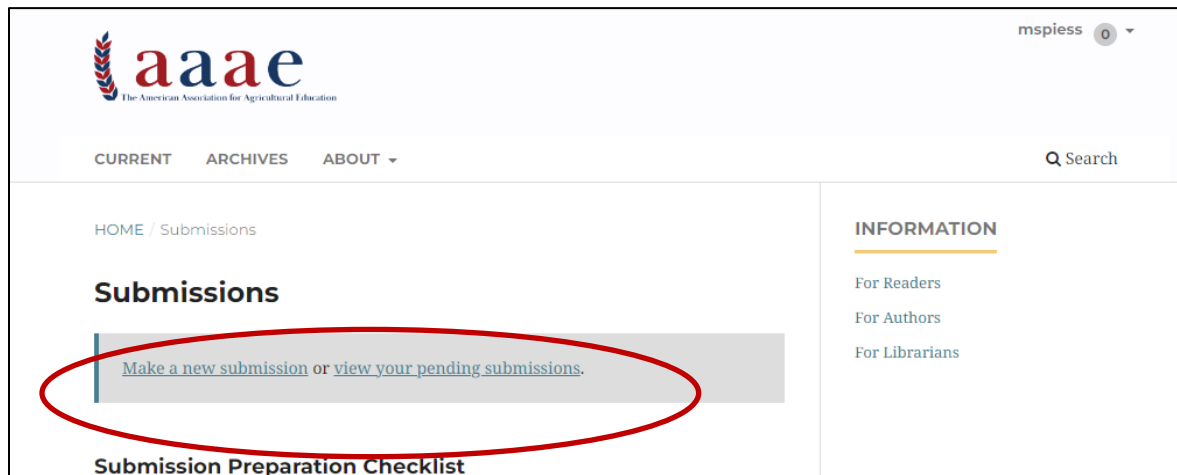
Using PKP™ to submit your research paper

1. Go to https://jae-online.org/
2. Sign into your account. If you are not a registered PKP™ user, you must create (register) an account first.

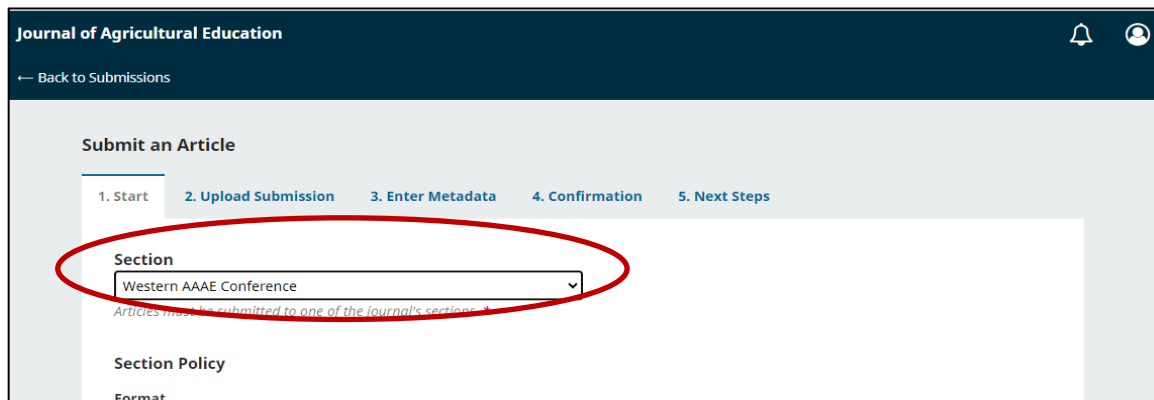3. Scroll to **About** and select **Submissions.**

4. On the Submissions page, click on "Make a new submission."

5. From the drop down menu, select "Western AAAE Conference."
Note: The Manuscript Submission guidelines on this page are for the journal and do not apply to the Western Region Conference submission. Please follow the guidelines in the Western Region Conference Call for Research Papers (e.g., line spacing, page length, etc.).

6. Check all the appropriate boxes, then select "Save and Continue" at the bottom of the page. Continue to work through the remaining pages to submit your manuscript.