

# Publishing Policy and Instructions for Authors

ACE *Quarterly* welcomes original contributions from any author, although priority may be given to ACE members, should multiple quality manuscripts be available. First consideration will be given to articles of direct value to ACE members in their role as practitioners of agricultural communication. Such articles might include opinion pieces, how-to articles, original research, reviews, survey or trend pieces, and analyses. All submitted manuscripts are considered for publication. However, potential authors are encouraged to be aware of the focus of this journal and manuscript requirements. A manuscript is accepted with the understanding that ACE *Quarterly* has exclusive publication rights, which means that the manuscript has not been concurrently submitted, accepted for publication, or published elsewhere. All manuscripts will be peer-reviewed.

## Manuscript Preparation

Authors must submit three manuscript copies either to the journal editor, or editorial director, manuscript review, at the addresses on the inside front cover. Include a self-addressed, stamped postcard if verification of manuscript receipt is desired. Photocopies of artwork, tables, or figures should be submitted, rather than the originals. If the article is accepted, original graphic material will be requested.

All articles should be typed double-spaced. Include a title page containing authors' names and addresses. *Do not include any author identification on inside text pages.* The title page will be removed before the article is submitted to an anonymous review by two subject-matter specialists.

Articles should not exceed 10 double-spaced typed pages, not including literature citations, and a maximum of three tables or figures. Shorter articles are strongly encouraged.

## Organization

Every article (except for reviews) must contain a 100-word informative abstract. Briefly list the purpose, methodology, significant findings, and conclusion.

Begin the manuscript text as page 1. Use appropriate subheadings to break up the body of the text. List footnotes and literature citations, on separate pages, at the end of text, along with tables or figures, if used. (Indicate in margins of the text, approximately, where tables or figures should appear.)

For literature citations, use the "author-date" method; that is, insert the surname of the author and the year of publication in the text at the appropriate point: "Smith (1987) found that . . ." or "In a recent study (Smith, 1987), . . ." Within a paragraph, you need not include the year in subsequent references to a study as long as the study cannot be confused with other studies cited in your article.

At the end of your manuscript, on a separate sheet (which can be removed during the review process), include a one-paragraph biographical note, listing ACE membership information, institutional affiliation, job title, and acknowledgement of funding.

## Style

Follow the style guidelines in the Publication Manual of the American Psychological Association (3rd edition).

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