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Abridged Submission Guidelines

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Abridged Submission Guidelines for Manuscripts for the Professional Agricultural Workers Journal (PAWJ)

Manuscript Style and General Format

Please submit your manuscript electronically using 1" margins, font size 12 Times New Roman font, and no right-margin justification in Microsoft Word, and should not exceed **15 pages** (does not include title page, but includes abstract, text, appendices, references, and tables/figures) in length for academic manuscripts; Exceptions given in special cases.

Author Information/Review Process

The journal uses a blind review process, and therefore, names and other information of authors should be restricted to the title page.

Title Page

The title page should include the following information: title of manuscript; authors' names and affiliations, and should indicate the contact author.

Abstract

The title of the manuscript and a **150-word** abstract (single-spaced, 12-point font size) should be included. The abstract should cover what the study is about, key methodology, key results, and key conclusion. Do not put citations or sub-headings in the abstract. Two to five key words allowed.

Text

The **recommended sections** (single spaced) in the text are the following: introduction; literature review (or equivalent); methodology (or methods and procedures or materials and methods); results and discussion, and conclusion (i.e., a summary of major findings, implications, and/or recommendations).

Equations should be numbered consecutively, and standard typeface should be used for mathematical notations to the extent possible. Minimize as much as possible mathematical notations in the text. Extensive mathematical formulae should be placed in an appendix.

Endnotes

Endnotes should be placed at the end of the text and before the appendix (single-spaced). It is better to minimize the use of endnotes as integrating them into the text makes easier reading.

Appendix

Appendix should be placed after the endnotes before the references (single-spaced). It is advisable to sparingly use appendices.

References

References should be placed after the appendices before the tables (single-spaced).

Tables

Tables should be placed on separate pages after references (single-spaced). Smaller font size (not below 10-point) is allowed for tables. **Please keep tables simple. Do not "box" tables.** Table title should be placed above the Table.

Figures

Figures should be placed on separate pages after tables. Figure title should be placed below the Figure.

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