Journal of Agribusiness
Author Guidelines for
Final Manuscript Preparation

GENERAL INSTRUCTIONS:

Please provide a double-spaced copy of your final manuscript (using 1” margins, 12-point Times Roman font, **NO right-margin justification, and NO end-of-line hyphenation** in Microsoft Word. Be sure to include your e-mail address and fax/phone numbers so that the technical editor can contact you regarding any questions. The manuscript should be sent as an attachment with your email to JABSubmit@uga.edu.

GUIDELINES FOR MANUSCRIPT COMPONENTS:

(1) **Title Page:**
   (a) Full title of manuscript
   (b) All author names exactly as you wish them to appear (i.e., Ryan T. Smith or R. T. Smith)
   (c) Abbreviated manuscript title to be used as running head
   (d) Author titles, affiliations, any acknowledgments, and funding source ID, if you wish to include them

(2) **Abstract Page:**
   (a) Full title of manuscript
   (b) Abstract (double-spaced, 12-point font), not to exceed 100 words
   (c) Key Words: Provide up to 8 key words (or short phrases), in alphabetical order

(3) **Text:** All text (including abstract, endnotes, references, appendices) should be double-spaced, using a 12-point Times Roman font size and 1” margins on every side.

Very Important:
   (a) Please do not use right-margin justification (since it makes it very difficult for the technical editor to intuit spacing, especially of math notations).
   (b) Do **NOT** use end-of-line hyphenation feature.
   (c) Footnotes/Endnotes: Do **NOT** use the WordPerfect (or Microsoft Word) footnote/endnote feature when preparing your text. Instead, insert superscript numbers within the text (numbering consecutively throughout the manuscript), and then prepare a full listing of your footnotes/endnotes (to be placed on a separate page immediately preceding the reference section). Do not place footnotes at the bottoms of manuscript text pages.

(4) **Sequence of Manuscript Components:**
   (a) Title page (unnnumbered)
   (b) Abstract page (unnnumbered)
   (c) Text narrative (commence page numbering of text with page 1)
   (d) Footnotes/Endnotes page
   (e) Reference section
   (f) Appendix (if more than one appendix, label Appendix A, Appendix B, etc.; assign titles to all appendices)
   (g) Tables (each table should be on a separate page)
   (h) Figures (each figure should be on a separate page)

(5) **Heading Levels:** So that the technical editor can clearly identify your heading levels, please use the following format:
   (a) Title = Centered, boldface, initial caps
   (b) Level #1 = Flush left, boldface, initial caps
   (c) Level #2 = Flush left margin, italics, initial caps
   (d) Level #3 = Flush left margin, plain typeface, initial caps

(6) **Math/Equations:** When numbering equations, use Arabic numbers enclosed in parentheses. Equation numbers should appear at flush left margin. Number only those equations that are referred to within the text, and number them consecutively—i.e., (1), (2), (3), etc.—throughout the manuscript. The math notations/equations should be centered between the L/R margins. Use italic typeface for all variables, and use **boldface** (no italics) for all vectors and matrices—both within equations and within narrative.

(7) **Within-Text Citations:** Citations may appear parenthetically or as part of the narrative. Within the text,
use parentheses ( ) rather than brackets [ ] for citations.

(a) Spell out up to 3 author last names (i.e., use “et al.” only for 4 or more authors).
(b) Include the year of publication for all within-text cites. If there is more than one work by the same
author(s) in the same year, please designate, for example, as 1995a, 1995b, etc. Make sure the
respective listings in the reference section also show the “a” and “b” designations.
(c) **Very Important:** When citing a direct quotation, be sure to include the page number(s) from the
author’s work.

(8) **Percent vs. %:** Our journal style does not spell out “percent.” Instead, use “%” throughout.

(9) **Tables:** Place each table on a separate page. For tables it is permissible to use single spacing and a
smaller font size as needed. Use decimal indents, not tables with cells, to align numbers. Tables
should not be integrated into your text (but all tables should be included within the narrative
discussion by table number). Tables should be numbered consecutively (1, 2, 3, etc.) and should be
placed at the end of the manuscript. Footnotes within tables should be identified by superscript
alphabetical letters (a, b, c, etc.) rather than Arabic numbers. When using asterisks (*, **, ***) to
denote levels of significance/probability, a single asterisk is used for the lowest level, two asterisks
for the next highest, etc. For example:

\[
*= .10 \text{ level (10%), } **= .05 \text{ level (5%), } ***= .01 \text{ level (1%)}
\]

(10) **Figures:** Figures should be placed at the end of the manuscript (on unnumbered pages) immediately
following tables. **Do not place figures within the manuscript text file.** Preferred (but not
required) software for figure preparation is Microsoft Excel, Corel Quattro Pro, or Corel Presentations
(through WordPerfect).

Regardless of the software you have used in preparing your graphics, you are requested to provide the following:

(a) **Camera-ready** (i.e., run on laser printer . . . with a minimum of 600 dots per inch
resolution required) copies of your figures, each on a separate, unnumbered page. The
figure title can be included on the page with your graphic; however, **make certain the figure
title does NOT appear within the graphic image itself** (since the title will be typeset in
our precise journal font/format in the final layout). It is helpful (but not required) if the
camera-ready hard copies of your graphics are sized to fit the margin constraints of the
**JAB** journal page (if we cut/paste your figures, we can avoid loss of clarity through second-
generation photocopies that must be scaled to fit).)

- If the graphic is to appear in portrait format, make sure the graphic image is no more than 4.75”
wide (height may vary as needed, but should not exceed 6”).
- If the graphic is to appear in landscape (turned sideways on page) format, the image width should
not exceed 6” and height should not exceed 4.25”.

(b) **IMPORTANT:** Please submit your figure graphics with your manuscript, being sure to include
spreadsheet data (i.e., the spreadsheet values used in constructing the graphic image). The
spreadsheet is critical because it is frequently impossible to make even small cosmetic changes to the
figure without the presence of the spreadsheet data file.

**THE REFERENCE SECTION:**

All citations within the manuscript must appear in the reference list . . . and all listings in the reference section
must be cited somewhere within the manuscript. References should be in alphabetical order by author’s last
name. For clarity, **please do NOT use any abbreviations** (such as for journal names) in the references. Our
journal style uses fully spelled-out journal titles.

Special notes: Do not use “et al.” (either for authors or editors) in the reference list; all author (editor) names
should be spelled out. Use only author/editor first and/or middle initials (we do not spell out first or middle
names in reference section).

*Please look at the reference samples below to format your references correctly.* The most critical concern is that all
reference components are present in case the technical editor needs to make adjustments. The **JAB** reference
style is adapted from the **Publication Manual of the American Psychological Association** (APA). A number of
sample reference citations are provided below (as generally fictitious illustrations only), showing the
components needed for various types of sources.

BOOK:

CHAPTER IN BOOK:

EDITED BOOK (citing entire book rather than individual authors):

JOURNAL ARTICLE: (Note: FULLY SPELL OUT name of journal; be sure to include volume number and inclusive page numbers.) The first two examples shown below use 1985"a” and “b” designations to illustrate more than one work by same authors in same year; the third illustration shows inclusion of the journal issue number as well as volume number:

PAPERS, REPORTS, BULLETINS:
- Schatzer, R. J., M. Wickwire, and D. Tilley. (1986). “Supplemental vegetable enterprises for cow-calf and grain farmers in southeastern Oklahoma.” Research Report No. T-874, Agricultural Experiment Station, Department of Agricultural Economics, Oklahoma State University, Stillwater.

PAPER PRESENTED AT MEETING:

PROCEEDINGS:
TRADE MAGAZINE OR PUBLICATION:

NEWSPAPER:

THESIS / DISSERTATION:

INTERNET / ONLINE CITATIONS:

OTHER:

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