



## **NACTA Journal Submission Checklist**

*September 1, 2021*

### **NACTA Manuscript Considerations**

The NACTA Journal invites contributions from teachers, researchers, and community educators in agricultural and other applied life science disciplines. Manuscripts should primarily address the teacher's role as an educator and communicator, skills, techniques, philosophies and methods used in teaching and learning, and aspects of learning environment management, leadership, supervision, and administration essential to effective teaching and learning.

Manuscript submissions should be based on the scholarship of teaching and learning, creative thought, theoretical models, or case studies in which the teaching and learning experience is examined through a theoretical framework and the implications for application are fully explored.

Submissions involving human subjects must have been vetted and approved or have been designated exempt by an Institutional Research Ethics Board (IRB).

The submitted manuscript must neither have been published previously, nor is it under review by another journal.

Manuscripts should be no more than 20 pages in length (excluding title page, figures, tables, and references).

Manuscripts may be subjected to anti-plagiarism software and if plagiarism is observed, the manuscript will be promptly rejected.

Manuscripts dealing with the technical subject matter in agronomy, animal science, economics, etc. (not involving teaching and learning) are not appropriate for submission to the NACTA Journal.

The elements and APA 7<sup>th</sup> edition formatting requirements of manuscripts submitted to NACTA are provided below. Further detail can be obtained by accessing online APA 7<sup>th</sup> edition resources (<https://apastyle.apa.org/>).

## Manuscript Elements and Formatting

Item	Details
Style Guide	American Psychological Association (APA) 7 <sup>th</sup> Edition. ( <a href="https://apastyle.apa.org/">https://apastyle.apa.org/</a> ).
Page Setup	Standard-size (8.5 X 11 inch; 216 X 280 mm) paper in portrait orientation. Page margins (both sides, top and bottom) should be 1 inch (25 mm).
Font	Times New Roman – 12 point.
Line Spacing	Double (tables may be single or 1.5 spaced).
Page Numbers	Top of page – right aligned.
Spacing	Use a single space after punctuation.
Line Numbers	Left aligned, all lines numbered, including tables.
Title Page	<p>Running Head</p> <ul style="list-style-type: none"> <li>- Abbreviated version of title that appears on every page as a header.</li> <li>- Maximum of 50 characters (do not include the words “Running head”).</li> <li>- Top of title page, left aligned, in all capital letters.</li> <li>- Do not use abbreviations in the running head.</li> </ul> <p>Title of paper</p> <ul style="list-style-type: none"> <li>- 12-word maximum.</li> <li>- Title case, bold center-aligned.</li> <li>- Do not use abbreviations in the title.</li> </ul> <p>Author(s) Name</p> <ul style="list-style-type: none"> <li>- Centered, title case, standard (non-bold, non italics) font.</li> <li>- First name (or initials) followed by surname.</li> <li>- For two authors, separate the names with “and”.</li> <li>- For three or more authors, separate the names with commas and include “and” before final author name.</li> <li>- Insert a space between initials (if used).</li> </ul> <p>Author(s) Affiliation</p> <ul style="list-style-type: none"> <li>- Centered, title case, standard (non-bold, non italics) font.</li> <li>- Identify with each author by use of a superscript.</li> <li>- Type each affiliation on a new line.</li> </ul> <p>Author Note (optional)</p> <ul style="list-style-type: none"> <li>- Contact information for corresponding author (mailing address and email address).</li> <li>- Project funding source.</li> <li>- Acknowledgements.</li> <li>- Conflict of interest statement.</li> </ul>
Abstract	<p>A brief summary of the paper including objectives, methodology, and major findings.</p> <p>New page following the title page.</p> <p>Center the word “Abstract” in bold title case.</p> <p>Abstracts should be written as a single paragraph of no more than 200 words (no headings).</p>

Keywords	<p>Words, phrases or acronyms that relate to your manuscript that are used for indexing.</p> <p>Provide three to five key words.</p> <p>Place on the line following the abstract, beginning with the label “Keywords” in italics font indented one tab (as per paragraph indentation).</p> <p>Keywords are presented as lower case (except proper nouns), separated by commas (no “and”) without punctuation.</p>
Body of Paper	<p>Title of paper</p> <ul style="list-style-type: none"> <li>- First line, centered in title case with bold font.</li> </ul>
	<p>Introduction (no heading)</p> <ul style="list-style-type: none"> <li>- Addresses the question or problem to be investigated.</li> <li>- Provides context with existing literature.</li> <li>- A brief overview of the major theoretical or conceptual framework that provides the basis of your work.</li> <li>- State the specific objectives and approach of your work.</li> <li>- Subheadings may be used (see below).</li> </ul>
	<p>Methods</p> <ul style="list-style-type: none"> <li>- Heading is centered, in title case with bold font.</li> <li>- This section will vary depending on the nature of the study (quantitative, qualitative, case study).</li> <li>- A description of your work (research design, population studied, sampling method, details of the analytical instrument, etc.).</li> <li>- Mention IRB status if appropriate.</li> <li>- Subheadings may be used (see below).</li> </ul>
	<p>Results/Findings and Discussion (can be two separate sections)</p> <ul style="list-style-type: none"> <li>- Heading is centered, in title case with bold font.</li> <li>- Present results/findings in text or table format.</li> <li>- Make reference to ideal table and/or figure placement during formatting, where they are first mentioned in the text (&lt;insert table here&gt;).</li> <li>- Discuss the results/findings relative to existing literature.</li> <li>- Subheadings may be used (see below).</li> </ul>
	<p>Summary</p> <ul style="list-style-type: none"> <li>- Heading is centered, in title case with bold font.</li> <li>- A succinct recap of the results in the context of the original question or problem mentioned in the introduction.</li> <li>- Mention recommendations for use of the results/findings, further areas for investigation and limitations of the research as appropriate.</li> </ul>
	<p>Sub Heading Format, per APA 7<sup>th</sup> edition</p> <ul style="list-style-type: none"> <li>- Level 1 Headings (e.g. Introduction) centered, in title case with bold font.</li> <li>- Level 2 Headings (e.g. Population sampling in Methods) left aligned, in title case with bold font.</li> <li>- Level 3 Headings (e.g. Sub populations in Population section in Methods) Left aligned, in title case with bold font in italics.</li> </ul>

References	<p>The word “References” should be centered on the top of a separate page in bold font.</p> <p>First line of reference is left aligned with no indent. Subsequent lines are indented one tab. It is recommended to use a hanging indent rather than tabs.</p> <p>References are listed alphabetically by first author’s last name.</p> <p>Two or more references by the same first author are listed chronologically with the earliest paper first.</p> <p>General format, refer to APA 7<sup>th</sup> edition:</p> <ul style="list-style-type: none"> <li>- Authors: last name, followed by a comma, space, first initial, period, space, second initial, period with an “&amp;” (not “and”) between last and penultimate author names.</li> <li>- Year: In brackets followed by a period.</li> <li>- Title of Article: Typed in full (no italics) followed by a period.</li> <li>- Title of Periodical / Book: Type in full using the punctuation and capitalization that is used by the Journal in its title. Titles are presented in italics and followed by a comma.</li> <li>- Volume, Issue and Pages: present volume (no brackets), with no following space, then issue (in brackets) followed by a comma and space, ending with page number range and a period</li> <li>- Doi (if available): lowercase “<a href="https://doi.org/xx.xxx">https://doi.org/xx.xxx</a>” (no punctuation at the end of the doi).</li> </ul> <p>Check out APA 7<sup>th</sup> edition resources online for specific examples of formatting of references (<a href="https://apastyle.apa.org/">https://apastyle.apa.org/</a>).</p>
Tables	<p>Indicate where in the body of the paper the tables should be placed in the published NACTA Journal article (&lt;insert Table here&gt;). Insert tables on a new page following the references.</p> <p>Tables should be concise but must stand alone (be understood without reading the manuscript). Each table must fit on one page and be presented in portrait layout.</p> <p>Table Components:</p> <ul style="list-style-type: none"> <li>- Table number: place above the table in bold font (e.g. Table 1).</li> <li>- Title: The table title is presented one line below the table number in italics case (left aligned).</li> <li>- Column/row headings: Sentence case, no bold or italics centered on columns. Indent row subheadings one tab.</li> <li>- Table body: may be single spaced, one-and-a-half spaced or double spaced. Numerical values should be centered in the columns and have a consistent number of decimal points.</li> <li>- Table notes: Designated by the word “note” in italics followed by a period. Notes can be used to explain abbreviations, symbols or other components. Specific notes (indicated by a lowercase superscript) are used to indicate statistical significance of means separations. Probability notes define symbols used to indicate <i>p</i> values.</li> </ul>

	<ul style="list-style-type: none"> <li>- Table borders and shading: Place a border at the top and bottom of the table, beneath column headings. See APA 7<sup>th</sup> edition style guides for specific information. Do not use any shading of cells on tables.</li> </ul>
	Check APA 7 <sup>th</sup> edition resources online for specific examples of formatting of tables ( <a href="https://apastyle.apa.org/">https://apastyle.apa.org/</a> ).
Figures	Indicate where in the body of the paper the figures should be placed in the published NACTA Journal article (<insert Figure here>). Insert figures on a new page following the tables. Ensure that figures are high quality images that are clear, use smooth sharp lines, simple fonts, units of measure, labelled axes, and objects. In the final submission upload figures as separate file to maintain file resolution in either JPG or PNG..
	<p>Figure Components:</p> <ul style="list-style-type: none"> <li>- Figure number: place above the figure in bold font (e.g. Figure 1).</li> <li>- Title: The figure title is presented one line below the table number in italics case (left aligned).</li> <li>- Use of color: Most figures are published in black and white. If color figures or images is essential for understanding the material, please contact the NACTA Editor-in-Chief prior to manuscript submission.</li> <li>- Figure notes: Designated by the word “note” in italics followed by a period. Notes can be used to explain abbreviations, symbols or other components. Specific notes (indicated by a lowercase superscript) are used to indicate statistical significance of means separations. Probability notes define symbols used to indicate <i>p</i> values.</li> <li>- Submissions which include figures that are not original to the author must be accompanied by specific permission from originator.</li> </ul>
	Check out APA 7 <sup>th</sup> edition resources online for specific examples of formatting of figures ( <a href="https://apastyle.apa.org/">https://apastyle.apa.org/</a> ).