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Submission Guidelines

PURPOSE OF THE JOURNAL

The Journal is published by the American Society of Farm Managers and Rural Appraisers. The Society decided in 2003 to move from hard copy format to online publication, although you may obtain a hard copy from the American Society headquarters for the cost of reproduction.

The *Journal of the American Society of Farm Managers and Rural Appraisers* is a refereed journal. Articles submitted for publication undergo a peer review process before being accepted for publication. The peer review process is designed to ensure that articles meet certain standards and that the Journal is a publication of high standing.

The Journal seeks articles from those working in all the fields of farm management, rural appraisal, and agricultural consulting. Therefore it is not just for academics, but is also open to contributions from all those involved in rural property valuation and/or management and consulting endeavors.

The purpose of the Journal is to provide a forum for those in the farm management, rural appraisal, and agricultural consulting fields to share experiences with others, from which we can all learn.

OBJECTIVES

The objectives of the Journal are to:

1. Present papers relevant to farm managers, rural appraisers, farm advisors, consultants, academics, students, and all others interested in farm management, rural appraisal, and agriculture in its widest sense.
2. Report new challenges and pressures that are developing, for the use of agricultural and rural resources.
3. Encourage practical and problem solving contributions highlighting common farm management, rural appraisal, and agricultural consulting issues and principles.

AUTHOR GUIDELINES FOR SUBMITTING MANUSCRIPTS

Contributors **MUST** use the following guidelines in preparing manuscripts for submission:

1. **Cover Letter.** In a cover letter accompanying the manuscript, (a) indicate why the manuscript would interest JASFMRA readers; (b) certify that the material in the submitted manuscript (or modification thereof) has not been published, is not being published, and is not being considered for publication elsewhere; and (c) stipulate that the material in the manuscript, to the best of the author's knowledge, does not infringe upon other published material protected by copyright.
2. **Title Page.** On a separate page, provide the title of the manuscript and author(s)' name(s) centered and in boldface type. At the bottom of the same page, provide university title(s), institutional affiliation(s), acknowledgments of colleague reviews and assistance, and institutional support as an unnumbered footnote. If there are multiple authors, please designate which author is the contact, and include contact's address, phone number, and e-mail address. *Do not place the name(s) of the author(s) on the first page of the text.*
3. **Abstract.** Include an abstract of 100 words or less.
4. **Manuscript Title.** Manuscript titles should not exceed 10 words, should encompass the topic of the paper, and should be designed to attract potential readers.
5. **Style, Grammar, and Punctuation.** The JASFMRA uses *The Chicago Manual of Style*, by the University of Chicago Press, and *Webster's Third New International Dictionary* for style, format, and spelling.
6. **Manuscript Format Guidelines.**
 - a. Manuscripts should not exceed approximately 5,000 words and must be submitted electronically.
 - b. Use left justification only.
 - c. Double-space all material throughout the manuscript, including abstract, acknowledgments, footnotes, and references.
 - d. Use 12-point Times New Roman font style throughout.

- e. Allow 1" margins on all sides. Do not use right-justified margins (i.e., use jagged right margins).
- f. Do not use the end-of-line hyphenation feature.
- g. All pages and lines must be numbered. Line numbers are to run consecutively throughout the entire manuscript from page one to the end of the manuscript; **do not** re-start numbers on each page.
- h. You must use Word for your manuscript.
- i. Excel should be used for spreadsheets, tables, and graphs.

7. Footnotes. Number footnotes consecutively throughout the manuscript. Combine all footnotes on a separate page immediately following the manuscript text. *Do not place footnotes at bottoms of manuscript pages.* Footnotes should be used solely for citations or directives to other literature. Reference citations should be incorporated into the main text or into the text of the footnotes.

8. References/Text Citations. In a reference section immediately following the footnotes page, list all works cited in the text, alphabetized by author last name. Refer to *The Chicago Manual of Style* for format. For within-text citations (either parenthetical or as part of narrative), spell out up to three author last names; use first author's name followed by "et al." for works with four or more authors. When citing a direct quotation, include page number(s) from the author's work. List complete URLs for online sources.

9. Figures and Tables. Place each figure and table on a separate page at the end of the manuscript. Computer-generated graphics for figures and charts are required; Microsoft Excel versions of every table, chart, and figure must accompany submission. Do not place figure title/caption within graphics image. Use patterns rather than color where possible.

10. Photos. Photos and graphics must be sent as separate files. Resolution should be 300 dpi. Preferred format is JPEG; TIFF and PDF image files also accepted.

11. Math/Equations. *Use only essential mathematical notation.* Consecutively number equations throughout the text. When displaying equations, place equation number within parentheses at flush-right margin; center the equation. Use italic typeface for all variables, both within equations and within narrative.

12. Publication Costs. Authors submitting manuscripts are expected to assume obligation for payment of page charges at the time their manuscripts are published. Current page charges are \$95/printed page for non-members and \$80/page for ASFMRA members but may be waived if authors do not have institutional support.

13. Manuscript Deadline: August 15th of each year is the deadline to submit a manuscript for publication in the following year's Journal.

14. The Editorial Review Process.

- a. The Chair of the ASFMRA Editorial Committee, serving as Editor, assesses the initial suitability of articles submitted.
- b. Authors of submissions considered to be potentially suitable for the JASFMRA will be notified and their paper sent to three members of the ASFMRA Editorial Committee, who will review the article for the Editor.
- c. Unsuitable articles are returned to the authors with a short note of explanation from the Editor. *Failure to adhere to the Manuscript Format Guidelines will be cause for the manuscript to be returned to the authors.*
- d. The review process is double-blind: The identity of the author(s) remains anonymous to the reviewer and vice versa.
- e. Following review, authors may be asked to resubmit their article in revised form.
- f. Upon completion of the review and editorial processes, authors will be notified of the Editor's decision regarding publication along with explanatory feedback, including referees' reports. The lag between receipt of submission and first response varies, but a turnaround of four months should be expected. We will make every effort to ensure that this target is achieved, but it cannot be guaranteed.
- g. Final decisions will be made at the Editorial Committee's annual meeting, generally in the fall of each year. The decision of the Editor is final.

15. Submissions. Electronic submission of manuscripts is required and must include the lead author's e-mail address. The manuscript must be formatted per above guidelines as a Word attachment to the ASFMRA, Attn: Alex Clark.

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