

## Submission Guidelines for Concurrent Papers, Student Competition Papers, and Other Presentations for the Professional Agricultural Workers Conference Proceedings

### General Directions and Format

Please submit your manuscript electronically using 1” margins, font size 12 Times New Roman font, and no right-margin justification in Microsoft Word.

### A. Regular Oral Presentations (including student presentations)

The following format must be utilized: title page, abstract, text, endnotes, appendix, references, tables, and/or figures. Your entire paper should not exceed **15 pages** (does not include title page or abstract page, but includes text, references, appendices, and tables/figures) in length for concurrent papers.

### Title Page

The title page should include the following information: title of manuscript; authors’ names and affiliations; name, address, phone number, fax number, and email address of 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.

**Note:** Do not put citations, sub-headings, or key words in the abstract. Place your abstract on a separate sheet, numbered as page 1. Therefore, your introduction should begin on page 2.

### Text

The text should be double-spaced using 1” margins and font size 12 Times New Roman font, begin on page 2 and end on page 16 (all inclusive).

**Main headings** should be centered, bold, and only the initial letters should be capitalized. **Secondary headings** should be set flush with the left margin in bold with initial letters capitalized and should not be underlined. **Tertiary headings** should be set flush with the left margin, bold and italicized, with initial letters capitalized, and should not be underlined. **Note:** One- or two-sentence paragraphs are unacceptable. Use % instead of percent within the text.

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.

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

### Citations within Text

All references must be cited within the text. This can be done in several ways, for example, (1) in parenthesis, put the author’s last name followed by a comma and publication year; (2) put author’s last name followed by the year in parentheses; (3) when you quote directly, in parenthesis put the author’s last name followed by a comma and publication year, and then another comma and page number OR put the author’s last name outside the parentheses and place the year followed by a comma as well as the page number in parentheses. Quotation marks should be used for short quotes. For long quotes, authors should indent quote and use single space.

Depending on the citation, the citation should appear as: “Mills (2004) reported that...” or “Analysis on sampling has been extensively discussed in the literature (Williams, 2003)” or “Johnson (1999, p. 13) states ...” or “IPM is not extensively practiced by SLRFs in Alabama” (Tackie et al., 2009, p. 6).

Place a series of citations in alphabetical order, separately by semicolons in parenthesis, for example, (Feng, 1997; Gwartney and Lawson, 2003; Hanke and Walters, 1997; Iyoha and Oriakhi, 2002).

For works of two authors, cite both authors last names. For works of three or more authors use first author’s last name followed by “et al.”

If an author has two or more works in the same year, identify them by attaching letters of the alphabet, for example, Jones (2004a); Jones (2004b); Jones (2004c).

### **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). References should be listed alphabetically by last name of author and author’s first and middle initials. If there are two or more authors the second and subsequent authors should have their first and middle initials come first, then their last names.

If an author has two or more works in different years, mention or reference the most recent work first, for example, Williams (2008); Williams (2004).

Please do not use abbreviations in the References, for example, et al. or abbreviated journal titles. For journals include volume, issue number, and page numbers.

The first line of each reference should be flushed to the left margin and the subsequent lines should be indented.

The authors should make sure that there is a one-to-one correspondence between the citations (names and years) in the text and those in the References.

### **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.** Indicate positions of tables in text as follows, for example:

\*\*\*Place Table 1 Here\*\*\*

For titles, capitalize initial letters except conjunctions (and similar words)

Use \* to denote significance at the 10% level; \*\* to denote significance at the 5% level; and \*\*\* to denote significance at the 1% level.

## **Figures**

Figures should be placed on separate pages after tables. Computer generated figures are preferred. Figure titles should not be placed within the graphic but outside it and below figure. ***Please avoid colored and complex graphics.***

**\*\*\*Below are a set of general guidelines for References\*\*\***

### ***Book:***

Kohls, R.L., and J.N. Uhl. (2002). *Marketing of Agricultural Products*, 9<sup>th</sup> ed. Upper Saddle River, NJ: Prentice Hall, Inc.

### ***Chapter in Book or Proceedings with a Title or Theme (e.g., Professional Agricultural Workers Conference):***

Tackie, N.O., A. Siaway, and N. Baharanyi. (2003). "Land Tenure, Agriculture, and Economic Development." In E. Nnadozie (ed.), *African Economic Development*. San Diego, CA: Academic Press.

Dansby, M. and A. Bovell-Benjamin. (2002). "Evaluation of Hydroponic Sweetpotato Flour During Extended Storage." In N. Baharanyi, R. Zabawa, and W. Hill (eds.), *Land, Community and Culture: African American and Hispanic American/Latino Connections*. Tuskegee, AL: Tuskegee University.

Robinson, K.L. and R.D. Christy. (2001). "The Civic Community Approach: Policy Implications for the South." In R. Zabawa, N. Baharanyi, and W. Hill (eds.), *Land, Community and Culture: African American, Native American and Native Alaskan Connections*. Tuskegee, AL: Tuskegee University.

### ***Edited Book (citing entire book and not individual authors):***

Boko, S.H., M. Balamoune-Lutz, and S.R. Sitawa, eds. (2005). *Women in African Development: The Challenge of Globalization and Liberalization in the 21<sup>st</sup> Century*. Trenton, NJ: African World Press.

### ***Journal Article:***

Munasib, A.B.A, and J.L. Jordan. (2011). "The Effect of Social Capital on the Choice to Use Sustainable Agricultural Practices." *Journal of Agricultural and Applied Economics* 43 (2): 213-227.

Adams, C. (1998). "Selected Factors Affecting Seafood Markets in the United States." *Journal of Food Distribution Research* 29 (1): 8-17.

### ***Working Papers, Reports, Bulletins, and Fact Sheets:***

Kurbrin, C.E., G.D. Squires, and S.M. Graves. (2009). *Does Fringe Banking Exacerbate Neighborhood Crime Rates? Social Disorganization and the Ecology of Payday Lending*. Working Paper, Department of Sociology, George Washington University, Washington, DC.

Tackie, N.O. (2005). *Record-Keeping for Very Small Business Owners and Limited Resource Farmers*. Cooperative Extension Program, Publication No. TUCED-0805-01, Tuskegee University, Tuskegee, AL.

Mukhoti, B. (1987). "The International Monetary Fund and Low-Income Countries." Foreign Agricultural Economic Report No. 224, USDA-Economic Research Service. Washington, DC: U.S. Government Printing Service.

***Paper Presented at Conference (Not Published):***

Kone-Coulibaly, S., M. Egnin, and G. He. (2003). "Expression Profiling of Differentially Expressed Genes in Yam (*Dioscorea rotundata*) During Post-Harvest Storage." Paper Presented at the 61<sup>st</sup> Annual Professional Agricultural Workers Conference, Tuskegee University, Tuskegee, AL.

Nelson, M.C., A Jakes, J. Whitehead, and E. Knight. (2003). "Production Management Systems and Goat Meat Attributes: Do They Matter?" Paper Presented at the 61<sup>st</sup> Annual Professional Agricultural Workers Conference, Tuskegee University, Tuskegee, AL.

***Newspaper:***

Sullivan, P.W. (2007). "Rising Gas Prices Alter Auto Buying." *Montgomery Advertiser*, May 29, p. 5A.

***Thesis and Dissertation:***

Percival, A. (2002). "Economic Characteristics of the Meat Goat Industry in the Southeastern United States." M.S. Thesis, Department of Agricultural and Environmental Sciences, Tuskegee University, Tuskegee, AL.

Rajaonarivany, N. (1996). "The Examination of the Impact of IMF-Supported Programs on the Economic Performance of Low-Income Countries: The Case of Madagascar." Ph.D. Dissertation, Department of Political Science, Auburn University, Auburn, AL.

***Internet/Online Citations:***

***Online Journal Article:***

Weerts, D.J. (2005). "Validating Institutional Commitment to Outreach at Land-Grant Universities: Listening to the Voices of Community Partners." *Journal of Extension* 43 (5).  
<http://www.joe.org/joe/2005october/index.shtml> [Retrieved November 19, 2005].

***Online Nonjournal Document:***

U.S. Department of Energy, Energy Information Administration. (2004). "Crude Oil Prices."  
<http://www.eia.doe.gov/pub/international/iealf/BPCrudeOilPrices.xls> [Retrieved May 24, 2005].

**B. Concurrent Workshops (Abstracts Not Required)**

Concurrent workshop presentations should be summarized and submitted to the coordinating editor electronically. The length of the workshop paper should not exceed **15 pages**.

**C. Success Stories**

Success stories should use the following format: issue, activities carried out, and impact. Success stories should be submitted to the coordinating editor electronically. The length of the success story should not exceed **4 pages**.

**D. Poster Presentations**

Poster presenters who want their poster presentations to be included in the proceedings should follow the format described in "A" above.

**Submission of Manuscript\***

Mail manuscript to:

[pawcproceedings@mytu.tuskegee.edu](mailto:pawcproceedings@mytu.tuskegee.edu)

**Coordinating Editor Contact Information:**

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*Note: (1) Do not submit manuscript electronically to the coordinating editor's personal email address;  
(2) For academic presentations, manuscripts that have **poor readability** will not be included in the proceedings.*