

How to submit manuscript on Journal of Agricultural Extension Website

1. You need to be registered as ‘author’ in the journal’s website before you go through the 5 step submission process.
Note: *Registration is once and for all. For subsequent submissions, users are only required to login with their details and proceed to new Submission.*
2. To register, go through the following processes;
 - a. Click on “Register” menu

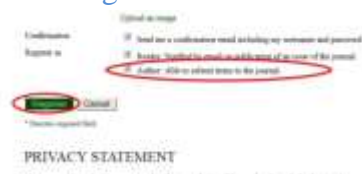


<http://journal.aesonnigeria.org/index.php/index/user/register>

- b. Select the Journal of Agricultural Extension.



- c. Fill in all the fields especially the required (*) ones
- d. You must supply a valid e-mail address
- e. Make sure you check (✓) author
- f. Click on Register to submit details



PAPER SUBMISSION

<http://journal.aesonnigeria.org/index.php/jae/user>

Step 1

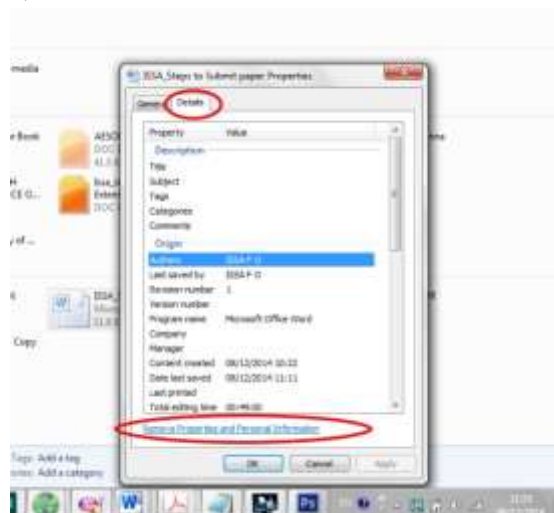
3. Read the submission checklist very well and ensure you comply before checking (✓).
 - a. Agree with the copyright notice of the journal by checking (✓)
 - b. Click on ‘save and continue’

Step 2

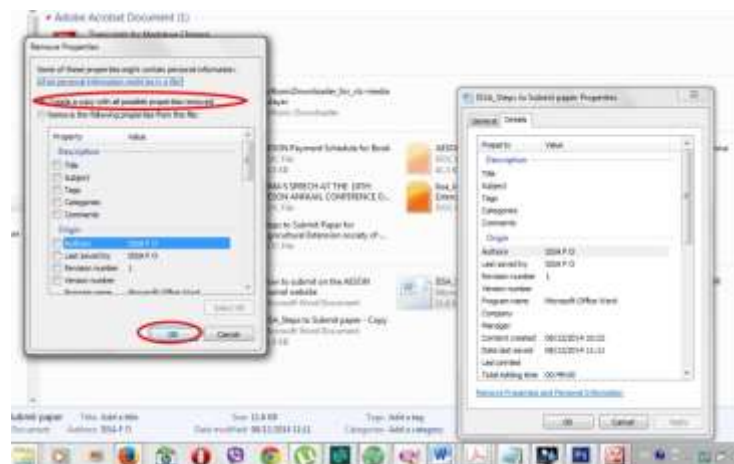
4. Take a particular attention to the blind review policy, which requires that;
 - a. You should remove names and institutional affiliations of the manuscript; only retain the title of the paper; your manuscript will not be processed if you do not comply. See sample manuscript
 - b. Right click on the file, click on properties,



click on details tab,



At the base of dialog box, click on 'Remove Properties and personal Information'.



Retain the default option of 'Create a copy with all possible properties removed'. A new copy will be created with all your properties removed. This is the file you should upload for the review process.

- c. Click on choose file
- d. Browse your system to pick the file
- e. Click upload

Step 3

- a. Here you will need to enter the data of the author(s) of the manuscript
- b. You will see your data displayed
- c. Click on 'Add Author' to add other authors
- d. You will need to check (✓) to indicate the correspondent author
- e. Supply title of the manuscript and copy and paste the abstract
- f. You may wish to acknowledge contributors and supporting agencies
- g. Copy and paste your list of references
- h. Click on '*save and continue*'

Step 4

- a. If you have supplementary files for the manuscript, you can upload this here
- b. Click on '*save and continue*'

Step 5

- a. You can confirm the summary of what you have submitted so far
- b. Click on '**Finish submission**'