



Tips for Writing for the *Journal of Extension*

The *Journal of Extension (JOE)* is the official refereed journal of the nationwide Cooperative Extension System. *JOE* is published in electronic format only and is accessed on the Web at <www.joe.org>.

JOE is a peer-reviewed journal that expands and updates the research and knowledge base for Extension professionals and other adult educators. The purpose of writing for *JOE* is to share with your colleagues successful educational applications, original and applied research findings, scholarly opinions, educational resources, and challenges on issues of critical importance to Extension educators.

- **Become familiar with *JOE* by reading it.** You can access the current issue and back issues at <www.joe.org>. From there you can also find the *JOE* submission guidelines and other useful information about the journal.
- **Follow the submission guidelines.** They contain information on types and lengths of articles appropriate for *JOE*, the style manual used by *JOE*, and submission and layout formats and procedures. The guidelines are regularly updated, so it's a good idea to check them before you start writing and also before you submit your article.
- **Plan your article for the broadest possible audience of Extension professionals.**
- **Write your article with the Web and on-screen reading in mind.** Favor active voice over passive voice. Use shorter sentences and paragraphs, and more bullet and numbered lists than are conventional in traditional, on-paper journals. Brevity and clarity, the hallmarks of effective writing, are even more important on the Web.
- **Keep a clear and narrow focus by sticking to one main point or theme.** Make sure your article "flows" well and is easy to follow and understand.
- **Remember the basics.** Place any literature review near your introduction; keep your findings and recommendations separate; base your recommendations and conclusions on your findings; and make sure your citations and references conform to *JOE* style.
- **Develop an effective title**, one that's brief, that "catches the eye," and that indicates the content of your article.
- **Ask at least one colleague to review your article** to ensure that it's as good as you can make it before it goes through the formal *JOE* review process.
- **Choose a "lead" or corresponding author** if your article has multiple authors.
- **See these *JOE* articles** for more publishing advice: "Publishing Research in Extension" <www.joe.org/joe/1998june/tt2.html> and "How to Get Published in a Professional Journal" <www.joe.org/joe/1990fall/tt2.html>.

