To send us your submission for review, please save it as a Word doc and email it to gracesk@missouri.edu with 4-H for Youth in the subject line. More guidelines below.

Minimum submission requirements:
- Any incomplete submissions will not be reviewed and will be returned to the submitter for proper completion.
- Remember your total word count of your article should not exceed 300 words.

What should be included in my article?
- Article Title
  - The title of your article should be attention getting and accurately reflect the contents of your article.
- Author Information
  - Name
  - County
  - Job Title
  - Email
- The Issue?
  - Use this section to set the stage for the content of your article.
  - What was the challenge addressed?
  - Explain the why behind your project.
- What Was Done?
  - Think of this as the Who? What? When? Where? How? of the subject of your article.
  - Describe the process/methods used to seek evidence, collect data, and evaluate your findings.
- Project Impact?
  - What findings did your efforts yield? Think of this as the "So what?".
  - How can you apply the findings from your project?
  - How can others use your findings to development their own programs?
  - Remember your discussion here should connect back to the issue established in the first section.

- References
  - In-line citations and references should follow APA format.
  - References should be:
    - Left -aligned
    - Not indented
    - Single-spaced with one line between each reference
- Photos
  - Each article should have a minimum of one supporting photo, with a maximum of two.
  - Photos are to be submitted in JPEG format.

Submission process:

Step 1) Complete your article based on the parameters above using Word and save it as a .doc.

Step 2) Send and email with the .doc attached to gracesk@missouri.edu and add 4-H for Youth in the subject line.

Step 4) Following submission of your article, your article will be sent to reviewers for evaluation.

Step 5) One or more reviewers will read your paper and provide feedback in the next FOUR weeks. Your submission could be 1) Accepted, 2) Accepted with reviews or 3) Rejected.

Step 6) After you receive the notification from the reviewer(s), and if your paper was accepted with reviews, you will have two weeks to make the necessary changes and resubmit your document.

Step 7) The second and subsequent reviews, if needed will take approximately 4 weeks each one.

Step 8) When the reviewer(s) agree with your changes your paper will be sent to an editor and published.

The rubric on the next page is for your reference.

Reviewer:	Accept: ☐	Accept with Revisions: ☐	Reject: ☐

Missouri 4-H for Youth Submission Review Rubric	
Article Section	**Reviewer Comments**

General Requirements
  ▪ Submission was complete, containing all outlined parts?
  ▪ Article does not exceed 300 words?
  ▪ Submission included at least 1 supporting photo, but no more than 2?	

Article Title
  ▪ Article has a title?
  ▪ Title accurately reflects the contents of the article?
  ▪ Length of title is acceptable?	

Author Information
  ▪ All author information is present and accurate?
    ○ Name
    ○ County
    ○ Job Title
    ○ Email	

The Issue?
  ▪ Author clearly outlines the challenge/problem addressed?
  ▪ Content has connection to field of positive youth development?	

What Was Done? ▪ The who, what, when, where, and how is clearly described?	

Project Impact?
  ▪ Project findings are clearly stated?
  ▪ Author provides application and/or benefit of the findings?	

References
  ▪ In-line citations and references follow APA format?
  ▪ References are:
    ○ Left -aligned?
    ○ Not indented?
    ○ Single-spaced with one line between each reference?	

General Comments:	