



*\*Updated 12/2022*

## Manuscript Suggestions

- Manuscripts do not have to be long and painful. What they do need to be is carefully written with credible sources. The reviewer can tell when the member is familiar with their topic and has an understanding of what they are writing vs. a topic provided to them.
- Ag teachers are not English teachers and English teachers are not Ag teachers. But, an English teacher will gladly proof a final draft ag paper if given sufficient notice and asked kindly. Everyone is a winner! The key phrase is sufficient notice. Members should ask the English teacher a week or two before it is due allowing the English teacher three-five days to review before it is due. This would allow the member time to implement suggestions. Nothing last minute.
- The manuscript is written like a manuscript and not a speech. Tell them what you are going to tell them, tell them, tell them what you told them. A strong intro, followed by facts, with a strong conclusion. “Hello, I am FFA member from the FFA Chapter, and today I am going to tell you what it takes to rebuild a meat processing facility after it burned” is a no on the manuscript. A yes would be, “What is the cost to a local community when the local locker plant burns to the ground? According to an online article by Peoples on the WIBW website, on March 17, 2021, the Clay Center Locker Plant caught fire and burned to the ground. What is the process to rebuild a state-licensed processing facility? According to ...” <https://1350kman.com/2021/03/clay-center-meat-processing-plant-destroyed-by-fire/>
- Reputable and credible resources are a must. Each resource must be cited in the manuscript. APA Style is what is utilized for this event. Proper citation use is also important. DO NOT FORGET about K-State Research & Extension. They have so many great resources available on just about every topic and are frequently overlooked by students.
- <https://www.farmprogress.com/farm-life/favorite-thanksgiving-recipes-kansas-wheat>  
Julia Debes is the author of this article in the Kansas Farmer online magazine. She should receive credit for her article in the citation and not Kansas Farmer. Kansas Farmer will be part of the citation, but Debes, Julia is the author when listed in alphabetical order.

- Write out numbers less than 10. (e.g. one, two ... 10, 11, 12)
- Spelling and grammar are easy points to keep, but students need to do more than utilize spell check. They need to read their final document before submitting it. Write the manuscript and get to the final draft and then let it sit for three days and then reread it before submission. A clear head and not reading what one thinks is on the paper is vital.
- Do not use the word “you.” When students use “you” they are writing directly to the reader. There are other appropriate words to utilize.