Submission Guidelines
Explorations, Volume 11
Completed:
Stage 1

Synopsis Submission
Completed:
Stage 2

Full Manuscript Submission
Now:
Stage 3

Final Article Submission
Stage 3
Outline

Prepare
Agree
Submit
Refine
Design
Publish
Prepare

Agree
Submit
Refine
Design
Publish
Guides and Templates

→ Final Article Submission Resources
  ◆ Final Article Deadline in 5 Slides (PDF)
  ◆ Final Article Template (Microsoft Word)
  ◆ Final Article Submission Form (Qualtrics) - due by May 10 at noon
  ◆ Final Article Faculty Approval Form (Qualtrics) - due by May 10 at noon
  ◆ Author Survey (Qualtrics) - due by May 10 at noon

→ General Guidance and Resources
  ◆ Submission Information and Timeline (LAUNCH website)
  ◆ Copyright Agreement (PDF)
  ◆ Subheadings and Structure Guidelines for Full Manuscripts and Final Articles (PDF)
  ◆ Supplemental Materials Checklist for Full Manuscripts and Final Articles (PDF)
Guides and Templates cont.

➔ **For Reference Only:** Full Manuscript Submission Form (PDF)

➔ **For Reference Only:** Full Manuscript Template (Microsoft Word)
Complete and Return by May 10 at noon

- Final Article Submission (Qualtrics)
  - Only Primary Contact submits
  - Includes copyright agreement
  - Remember to send a copy of your final article to your faculty advisor

- Author Survey (Qualtrics)
  - Required for every undergraduate author
  - Includes appearance release

- Faculty Approval (Qualtrics)
University Rules on Copyright and Licensing

Texas A&M University System Policy 17.01 for Intellectual Property Management and Commercialization

as of: 4/10/2019

2.1.2 The system recognizes and affirms the traditional academic freedom of its faculty and staff to publish pedagogical, scholarly or artistic works without restriction. In keeping with this philosophy, the system does not claim copyright to pedagogical, scholarly or artistic works, regardless of their form of expression, unless required by a funding or research contract. Such works include, but are not limited to, faculty-prepared works such as textbooks, course materials and refereed literature, and copyrightable works of students created in the course of their education, such as dissertations, papers and journal articles. Furthermore, the system claims no ownership in popular nonfiction, novels, poems, musical compositions or other works of artistic imagination that do not constitute significant use of resources and/or are not works for hire as defined in Section 2.3.1 of this policy.
Use and availability of information

- Freely available online
- Non-profit, but we ❤ feedback and donations
- 4 Reading Options
  - (1) Download printable pdfs
  - (2) View digital publications on issuu.com
  - (3) Explore our new creative showcase
  - (4) Request a printed copy
Prepare
Agree
Submit
Refine
Design
Publish
Compile content and forms by May 10

➔ Explorations Submissions Webpage: http://launch.tamu.edu/Undergraduate-Research/Explorations/Submissions

➔ Final Article Submission Link: https://tamu.qualtrics.com/jfe/form/SV_3xAW0fLYV6MtRT7

➔ Faculty Advisor Approval Link: https://tamu.qualtrics.com/jfe/form/SV_9nVDTRHuGr2YfWt

➔ Author Survey: https://tamu.qualtrics.com/jfe/form/SV_3xAW0fLYV6MtRT7
Prepare
Agree
Submit

Refine
Design
Publish
Timeline

- **Synopsis submission** (FEB)
- **Full manuscript submission** (MAR)
- **Final article submission** (APR-MAY)
- **Review and Approvals** (MAY)
- **Additional editing ***final proofing stage*** (MAY-JUL)
- **Design** (AUG-OCT)
- **Publication** (NOV)
Additional stages

- Occurs during summer 2019 (May-August)
- Articles will be sent back for corrections two more times--keep checking your TAMU email for updates
- Approvals needed along the way
- Keep your faculty advisor informed of your publication progress
- Figures and other supplemental files will be reviewed during summer 2019, any concerns will be communicated to you
Tips for Effective Articles

- Use minimal technical jargon
- Submissions should not be data-heavy
- Use active voice (e.g., “I did”... instead of “this was done”)
- Complex phrases and clauses, new information, and technical terms are easier to process when placed at the end of a sentence
- Avoid informal language if you are trying to maintain a professional/academic tone (e.g., thing, really, deal with, just, even)
- Avoid ambiguous language to enhance clarity (e.g. numerous, a lot, a little, this, very, considerable, good/bad)
- Watch for any repeated words. Replace repeated words with synonyms.
- Watch verb tenses in different sections. For example, in the Methods section, use past tense. In the Discussions section, use present tense for arguments.
- Remove excess words, like doubles and redundancies (i.e. full and complete, tried and true, each and every, true facts, free gift, in a wise manner, red in color, seven in number, come to an agreement, long in duration).
- Remove sentence sprawl. A sentence sprawls when there are many clauses after the verb. Reduce sprawl by cutting or revising who/that/which clauses.
Prepare
Agree
Submit
Refine

Design

Publish
Design

➔ Journal design happens over the summer

➔ Figures and other supplemental files will be reviewed during summer 2019, any concerns will be communicated to you
Journal Release Event

More information about the November 2019 journal release event will be announced at a later date.
Questions?
explorations@tamu.edu