

Prospective Author Orientation

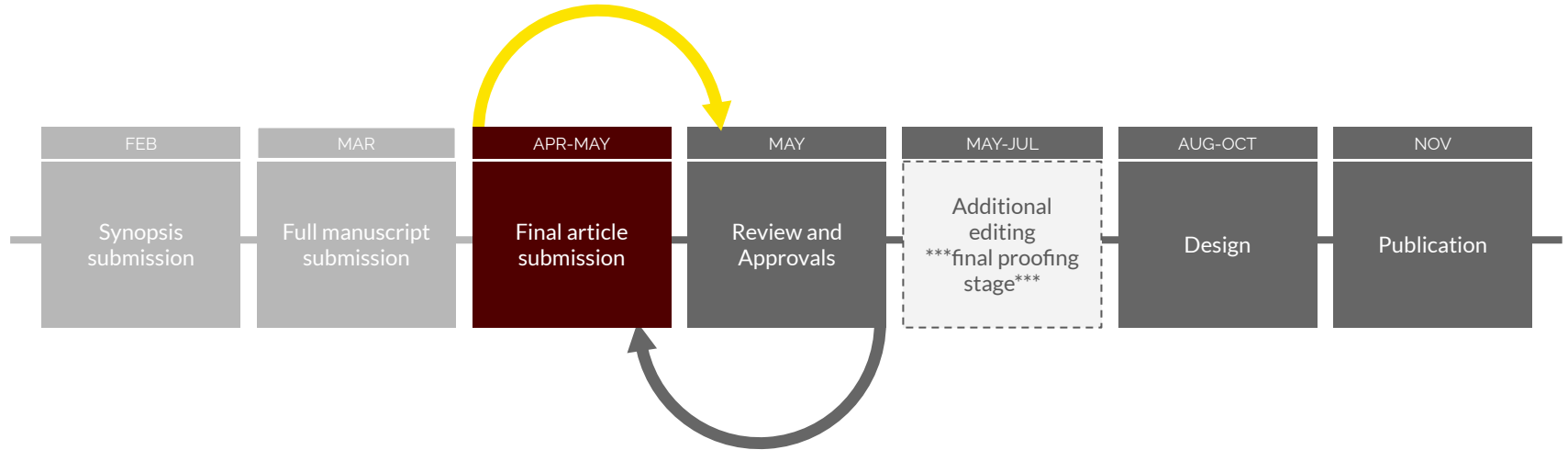
Explorations, Volume 13



Publication Process



Publication Process





Important Dates

April 15 - May 2, 2021 - 1-on-1 meetings with editors

May 3, 2021 - Final article and required paperwork deadline at noon

June 7, 2021 - June 20, 2021 - Authors review and return staff edits

July 20, 2021 - August 1, 2021 - Authors review and return professional edits

November 2021 - Journal Release



Next Step: Peer-to-Peer Editing

- April 15 - May 2
- Assigned 3-4 *Explorations* peer editors to work with
- Editors will contact you directly by Friday, April 16 to set up a meeting
- Meet at least twice, get feedback and answers to questions before submitting final article



Editing Meetings: What to Expect

Initial meeting:

- Editors will have read through your work
- Offer broad feedback on structure, organization, jargon, etc.
- Answer any questions you may have about publication process, editorial suggestions, etc.
- Leave with action items and deadlines on parts of author and editors

Follow-up Meeting(s):

- Revisit action items from initial meeting
- Work through smaller technical matters, e.g., grammar, capitalization, punctuation, citation formatting



Additional Tips for Peer-to-Peer Editing

- Do what works for you and your editing team:
 - Zoom
 - Google Docs
 - MS Teams
 - MS Word
- Feel free to email back and forth with editors on questions / editing efforts
- You do not have to accept all editorial suggestions made by authors
- Peer-to-peer meetings will be your only designated face-to-face editing sessions - **take advantage!**



Staff Editing

- After final article submission on May 2 - during summer semester
- Internal review of articles by LAUNCH staff
- Edits returned to you by Monday, June 7
- Editing work will be conducted through MS Word track changes and comments
- Files will be emailed between author and LAUNCH staff

What is required of you, the author?

- Address all edits by accepting or rejecting changes made by Sunday, June 20



Professional Editing

- Final round of review - follows staff review
- Third-party editor
- Edits returned to you by Tuesday, July 20
- Editing work will be conducted through MS Word track changes and comments
- Files will be emailed between author and LAUNCH staff

What is required of you, the author?

- Address all edits by accepting or rejecting changes made by Wednesday, August 1



Additional Notes for Staff and Professional Editing

- Must keep faculty advisor informed throughout process
 - **Authors send the following to faculty advisors:**
 - Copy of final manuscript
 - Copyright agreement
 - Faculty approval link (LAUNCH will also send a link just in case)
- Supplementary materials subject to further review and approval
 - Bios, portraits, figures, etc.
- Reminders will be sent periodically from LAUNCH staff

Submission Requirements



Final Article Submission: Required Materials

Due: May 3, 2021 @ 11:59 am

- Final Article Submission
 - Only Primary Contact submits
 - Make sure co-author information is added accurately
 - Includes copyright agreement
 - Remember to send a copy of your final article to your faculty advisor
- Author Survey
 - Required for every undergraduate author
 - Includes appearance release and portrait submission
- Faculty Approval



Faculty Advisor Approval

Faculty advisors are asked to approve your work for publication, if accepted:

- Confirm the project to be published is current and appropriate for the field,
- Confirm the project was conducted ethically and with compliance approval, if necessary.
- Be a content expert who is able to sign off on student work

Outside of submitting an approval form, it will be important for your faculty advisor to help you refine your article.



General Publication Requirements

- Faculty Approval
- Research Compliance Verification
- Copyright Agreement
- Appearance Release
- Abstract, Teaser, Article
- Supplementary Materials (Figures, Tables, Videos, Artifacts, etc.)
- Author Survey (Includes Biography and Portrait)

Article Reminders



Figures and References

- Include figures/captions in your submission, but you will also be asked to submit the files separately
- Figures should be high quality and submitted in their original format
- Cite figures that you did not create
- References should be formatted according to the Chicago Manual of Style
 - See Prospective Author Informational presentation for guidance and examples



Tips for Effective Articles

- Professional, scholarly tone
- Use minimal technical jargon
- Active voice
- Watch verb tenses in different sections
- Avoid ambiguous language (e.g., a lot, a little, this, very, considerable, good/bad)
- Avoid informal language (e.g., thing, really, deal with, just, even)



General Resources

- Chicago Manual of Style
- Purdue Owl
- Grammar Girl
- University Writing Center
- Editor Blogs/Podcasts about Editorial Decisions
- ACES (American Conference of Editors)



Helpful Links

[Final Article Submission Form](#)

[Author Survey](#)

[Faculty Approval Form](#)

[Supplemental Materials Checklist](#)

[Sample Copyright Agreement](#)

[Chicago Manual of Style](#)

Questions?
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