Prospective Author Informational
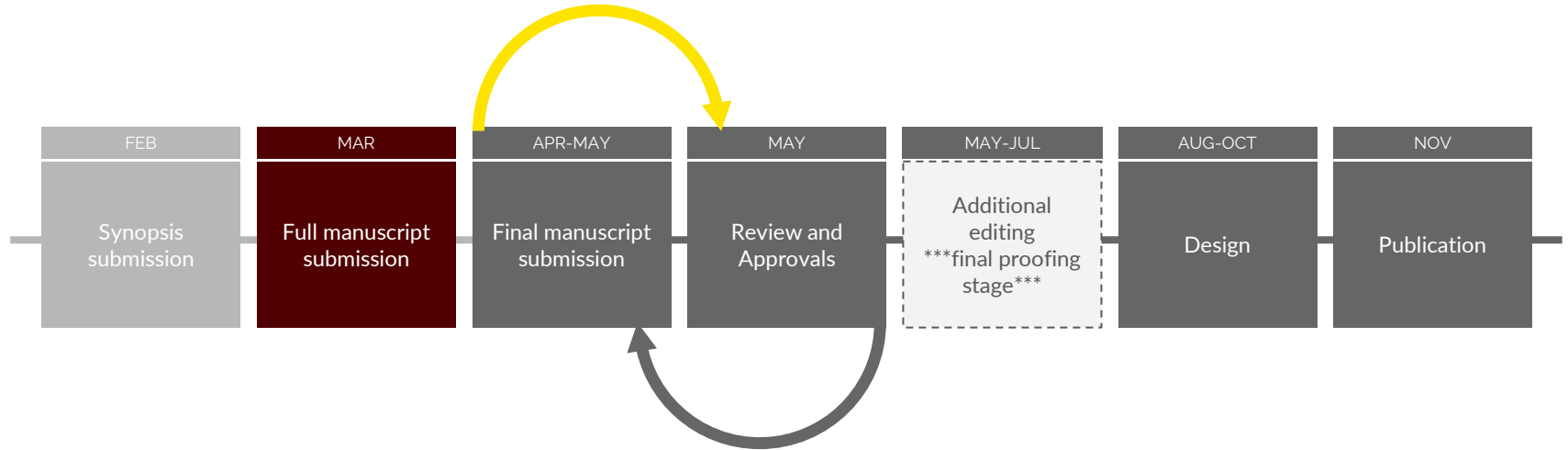
explorations|

THE TEXAS A&M UNDERGRADUATE JOURNAL|

Publication Process

Publication Process

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

Important Dates

March 19, 2025 - Full manuscript submission deadline at noon

April 10, 2025 - Full manuscript acceptances issued by this date

April 15, 2025 - Author Orientation **if accepted**

April 11 - April 30, 2025 - 1-on-1 meetings with editors

May 7, 2025 - Final manuscript and required paperwork deadline at noon

Summer - Two additional rounds of editing

November 2025 - Journal Release

Editing Stages

- **Peer-to-Peer Editing of Final Manuscripts**
    - April 11 - April 30
    - Assigned 2-3 *Explorations* editors to work with
    - Meet at least twice, get feedback and answers to questions

- **Staff and Professional Editing of Final Manuscript**
    - Process occurs during summer semester
    - Multiple approvals required
    - Must keep faculty advisor informed throughout process
    - Supplementary materials subject to further review and approval

Availability of Your Work

- *Explorations* is [freely available online](#)

- Non-profit, but we ❤️ [feedback](#) and [donations](#)

- 2 Reading Options
  - [(1) Download printable pdfs](#) (Archived Volumes)
  - [(2) Request a printed copy](#)

Submission Requirements

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)

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.

Research Compliance Verification

- **IRB Approval**
    - **If your project has IRB/IACUC/IBC approval, include a statement in the full manuscript submission**

University Rules on Copyright and Licensing

as of: 3/01/2023

2.1.3 The system recognizes and affirms the traditional academic freedom of its faculty, staff and students to publish pedagogical, scholarly or artistic works. In keeping with this philosophy, the system does not claim copyright ownership to pedagogical, scholarly or artistic works, regardless of their form of expression, except as provided in Sections 2.2 and 2.3. Such works include, but are not limited to, textbooks, course materials and refereed literature, and copyrightable works of students created in the course of their education, such as dissertations, theses, 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.

Copyright Agreement

Explorations Copyright Agreement

I certify that this Written Work and/or Creative Piece is fully original and represents my understanding of the subject, and it is completely the result of my own intellectual and creative endeavor and no other person(s) has contributed to it with the exception of any co-authors listed previously in this form. I further represent and warrant that I possess full power and authority to enter into this agreement and to grant the rights specified herein.

I hereby certify that I have obtained permission from all authors of copyrightable work included in my Written Work and/or Creative Piece, granting the rights specified below to the extent third party copyrightable works that have been incorporated into my Written Work and/or Creative Piece with the exception of official Texas A&M University logos, trademarks or other intellectual property.

I certify that the version of the Written Work and/or Creative Piece I submitted to *Explorations: The Texas A&M Undergraduate Journal* is the same as that approved by my Faculty Advisor to the extent my Faculty Advisor's approval was necessary. I also certify that I have obtained the appropriate research compliance approvals if necessary for my work.

I hereby grant to Texas A&M University or its agents an irrevocable royalty free non-exclusive license to archive and make publicly accessible, under the conditions specified in this agreement, my Written Work and/or Creative Piece in whole or in part in all forms of media, now or hereafter known as well as the right to display, publish, use, separately or as a collective work, and to distribute.

FOR WORKS CATEGORIZED AS DIGITAL MEDIA: I retain the right to use the Creative Piece for noncommercial purposes including in personal future professional compendia (such as portfolios, presentations or showings), without the right to transfer such rights. I agree to include a prominent indication that this Creative Piece is the property of Texas A&M University when I use the Creative Piece as permitted by the terms of this agreement.

FERPA: To the extent this Written Work or Creative Piece is an educational record as defined in the Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g), I consent to disclosure of it to anyone who requests a copy. I retain all other ownership rights to the copyright of the Written Work and/or Creative Piece. I also retain the right to use in future works (such as articles or books) all or part of this Written Work and/or Creative Piece, subject to the approval of my Faculty Advisor to the extent required.

Full Manuscripts

1,000-3,000 words

- Primary Contact Information
- Co-author Information
- Faculty Advisor Information
- Research Compliance Verification
- Full Manuscript Title
- Full Manuscript Abstract
- Full Manuscript Keywords
- Explanation of Supplementary Materials
- Supplementary Materials Package
- Full Manuscript File

Another round of acceptances

Final Manuscript

1,000-3,000 words

Complete and Return by May 7 at noon
Links and additional guidance will be available at a later date.

- Final Manuscript Submission
  - Only Primary Contact submits
  - Includes copyright agreement
  - Remember to send a copy of your final manuscript to your faculty advisor
- Author Survey
  - Required for every undergraduate author
  - Includes appearance release
- Faculty Approval

Submission Guides and Templates

- **Full Manuscript Submission Resources**
  - Full Manuscript Template (Microsoft Word)
  - Full Manuscript Submission Form due by March 19 at noon

- **General Guidance and Resources**
  - Submission Information and Timeline (LAUNCH website)
  - Copyright Agreement
  - Subheadings and Structure Guidelines *for Full Manuscripts and Final Manuscripts*
  - Supplemental Materials Checklist *for Full Manuscripts and Final Manuscripts*

- **Final Manuscript Submission Resources (will be provided at a later date)**
  - Final manuscript author submission guide/Final manuscript template and submission link
  - Author survey and faculty approval form

Additional Information

Full Manuscript:

1. Heading choices
2. Supplementary Materials Checklist
3. <u>Template</u>
4. Copyright information

<u>https://launch.tamu.edu/undergraduate-research/explorations/submissions</u>

Additional Documents:

- Will be sent out following the informational!

Writing Guidelines

Writing Style

- **Scholarly tone**
- **Logical flow**
- **Precise language**
- **Appropriate vocabulary**
- **Citations**
- **Strategic repetition**
- **Varied sentence structure**
- **Effective transitions**

Common Mistakes

- **Inconsistent tone, point of view, and tense**
- **Ineffectively moving from old information to new information**
- **Lacking credit lines and/or captions**
- **Lacking citations for specific claims**
- **Simple spelling mistakes**

Use of Headings

Template provided:
1. Introduction
2. Methods
3. Results
4. Conclusion
5. Acknowledgements
6. References

Find the PDF at: http://launch.tamu.edu/Undergraduate - Research/Explorations/Submissions

Which headings do I use?

The way you title your headings (a.k.a., organize your argument) is determined by your research discipline. Review the following options, then seek guidance from your faculty advisor(s) and peer editing teammate(s):

Option 1: Science, Technology, Engineering, and Mathematics

1. Introduction | Background | Literature Review
2. Methods | Literature Review | Background
3. Results
4. Conclusion | Discussion
5. Acknowledgments | Funding Source(s)
6. References (required)

Option 2: Arts and Humanities

1. Introduction | Background | Literature Review
2. Methods | Literature Review | Background
3. Results | Chapter/Section
4. Conclusion | Discussion
5. Acknowledgments | Funding Source(s)
6. References (required)

Option 3: Creative Works

1. Research Question | Motivation | Artifact
2. Literature Review | Background | History | Sources
3. Exhibition | Chapter/Section
4. Discussion | Reflection
5. Acknowledgments | Funding Source(s)
6. References (required)

Option 4: Social Sciences, International Studies, and Business

1. Introduction | Background | Literature Review | Research Question | Motivation
2. Methods | Literature Review | Background | History | Sources | Chapter/Section
3. Results | Chapter/Section
4. Conclusion | Discussion | Reflection
5. Acknowledgments | Funding Source(s)
6. References (required)

Note: Depending on your discipline, you may prefer to use "Bibliography," "Notes," or "Works Cited" to title your list of sources, but *Explorations* prefers that you use "References" as the title of your source list (denoted by superscripted endnotes).

Note: The use of the *pipe symbol* (i.e., |) indicates a choice you must make. For example, you can choose to use either "Introduction," or "Background," or "Literature Review" as the heading title for your first paragraph.

You're Almost There!

References (Citations)

- **Utilize APA 7th Edition Format**

  - [Official Examples Online](#)

  - [Additional Examples](#)

  - [APA Guide](#)

- **If any questions on citations, reach out to**

  explorations@tamu.edu

Figures

- **Definition:** Any image, graphic, chart, table, picture, photograph, etc.

- **Required:** All figures must be labeled consecutively and have captions.

- **Limited Print Space:** The more figures you have, the shorter article will be.

- **Full Manuscripts:** Include figures/captions in your submission.

- **Final Manuscripts:** Include figures/captions in your submission, but you will also be asked to submit the files separately.

Common Questions Regarding Figures

Question: What if I created the figure myself?

Answer: No attribution needed.

Question: What if someone else created the figure?

Answer: Obtain written permission to use the figure, send the written permission to *Explorations* for our records, and include the appropriate attribution statement* AND/OR citation* with the caption.

Common Questions Regarding Figures Cont.

Attribution:

- Gives credit to the original creator or source of the material
- Would appear in the caption.
- Example:
  - "Gray Eagle" by Currier & Ives is licensed under CC0

Citation:

- Names sources used in research/article
- Appears in the body text or caption with an endnote and appears as a reference list entry
- Example:
  - Currier & Ives. (1866). "Gray Eagle." Washington, D.C.: *Library of Congress Prints and Photographs Online Catalog.* http://www.loc.gov/pictures/item/2006676682/ (accessed September 25, 2010).

Resources

General Resources

- [Purdue Owl](#)

- [University Writing Center](#)
  - Many links and resources to help your writing experience feel smoother!

- [ACES (American Conference of Editors)](#)

- Editor Blogs/Podcasts about Editorial Decisions

- Grammar Girl

Resources for Free to Use Images (If Needed)

[University Rules on Research](#) | [Research Ethics](#) | [Research Compliance](#)

[Copyright Ownership Policy](#) | [Copyright Basics](#)

[Using Copyrighted Works](#) | [Your Copyright](#)

Research, Ethics, Compliance & Copyright

NOTE: Always check the license BEFORE using images!

Creative Commons:

- Search engine to **HELP** find   **POSSIBLE** images to use.

Unsplash:

- Free to use; Attribution not required.

Tips for Effective Articles

- Use minimal technical jargon.
- [Submissions should not be data-heavy.](#)
- Use active or passive voice effectively.
- 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.

Submission Checklist

Complete Front Matter provided:

- ❏ Article Title
- ❏ Article Teaser (Final Manuscript Only)

Complete Author Profile provided:

- ❏ Author biography adheres to required format (final manuscript)
- ❏ Author portrait adheres to required format (final manuscript)

Simplified Template:

{First Name} {Middle Name/Initial} {Last Name} '{Class Year} is a {1° Major} from {City}, {State}, {Country}.

Submission Checklist Continued

Complete <u>non-textual files</u> provided:

❑ **Non-textual items are organized (i.e., naming conventions**

❑ **Non-textual items are in the correct form (i.e., file type)**

❑ **Non-textual items are in a publishable state (i.e., quality)**

❑ **Non-textual items are numbered**

❑ **Non-textual items are captioned or titled**

❑ **Non-textual items are called out in the text (i.e., in-text reference)**

❑ **Non-textual items are approved to publish (i.e., copyright permissions documented)**

Non-textual = Figures*, Tables^, Equations^

*Figures are images/graphics/pixels

^Tables and Equations are still text but separate from the article/flow of writing

Submission Checklist

Complete Manuscript provided:

- ❏ Text formatting adheres to template
- ❏ Required sections (Introduction, Acknowledgements, and References) are included

Complete Citations provided:

- ❏ APA format

Submission Checklist

Complete <u>Abstract</u> provided:

- ❑ Abstract is a single paragraph of no more than 250 words
- ❑ Abstract does not contain non-textual items of any kind
- ❑ Abstract does not include citations or notes

Complete <u>List of Keywords</u> provided:

- ❑ Between 3 and 10 keywords are provided
- ❑ Keywords are one word each
- ❑ Keywords are lowercase unless a proper noun

Questions?

Email
explorations@tamu.edu