



Spring 2025

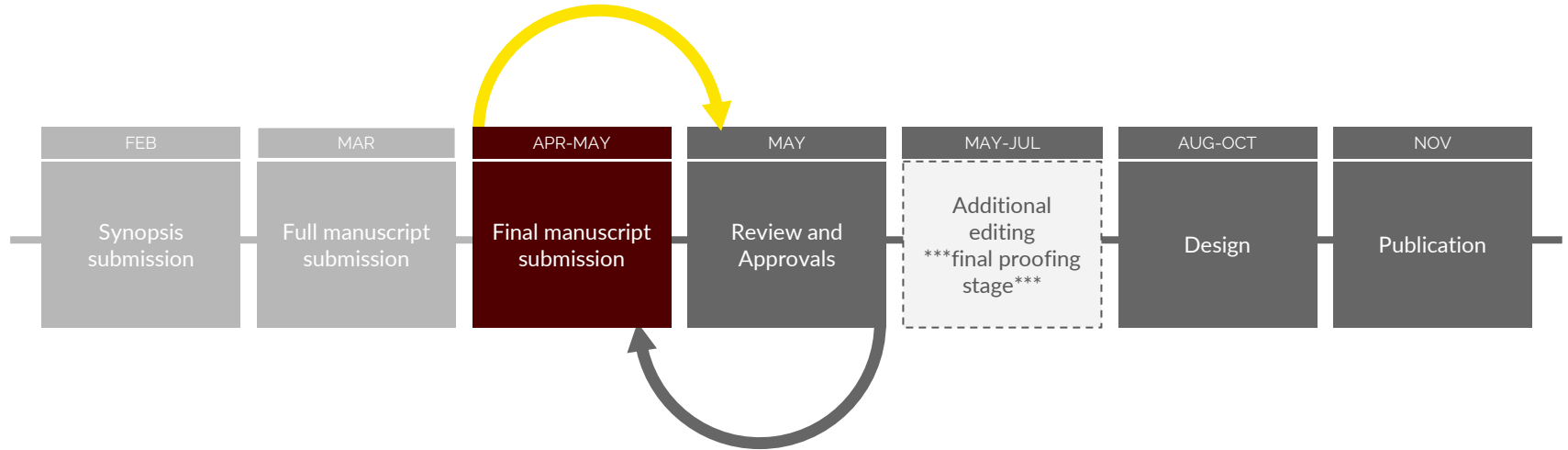
# ***Prospective Author Orientation***

**explorations** |  
THE TEXAS A&M UNDERGRADUATE JOURNAL



# Publication Process

# Publication Process





# Important Dates

**April 17 - April 30, 2025** - 1-on-1 meetings with editors

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

**June 6 - June 19, 2025** - Authors review and return staff edits.

**July 18 - July 31, 2025** - Authors review and return professional edits.

**November 2025** - Journal Release



# Next Step: Peer-to-Peer Editing

April 17 - April 30, 2025 - 1-on-1 meetings with editors

- Assigned 3-4 *Explorations* peer editors to work with.
  - Each editor has a different role (mechanics/figure, grammar/language, references)
- The lead editor will contact you by this Friday, April 18 at 5pm to set up future meetings.
- Meet at least twice to get feedback & questions before submitting final manuscript.

# Peer-to-Peer Editing: 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 Meetings:

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

# Peer-to-Peer Editing: What to Expect



## Suggested Edits:

- Will be done on Google Docs in a Personal Folder
  - You will get access to your personal folder by the end of the meeting!
  - **All edits should be made using the “Suggest Tools” to keep track**
  - Teams will use the Comment & Suggest Tools to leave remarks that can be discussed at team meetings
- Communicate with what works best for you and your team
  - GroupMe, Zoom, etc.
- Feel free to email back and forth with editors on questions / editing efforts
- You do not have to accept all editorial suggestions made



# Staff Editing

## The Process:

- Occurs after final manuscript submission on May 7 by noon during the summer semester
- Internal review of manuscript by UGR staff
- Edits returned to you by June 6
- Files will be emailed between author and UGR staff

## Author Requirements:

- Address all edits by accepting or rejecting changes made by Friday, June 19.





# Professional Editing

## The Process:

- Final round of review and done by a professional editor
- Edits returned to you by July 18
- Files will be emailed between author and UGR staff

## Author Requirements:

- Address all edits by accepting or rejecting changes made by July 31 at noon.



# Additional Notes Regarding Edits

- Must keep faculty advisor informed throughout process
  - **Authors send the following to faculty advisors:**
    - Copy of final manuscript
    - Copyright agreement
    - Faculty approval link (UGR 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 UGR staff



# Submission Requirements

# Final Manuscript Submission: Required Materials



**DUE May 7th at 11:59 AM**

- **Final Manuscript Submission**
  - Only Primary Contact submits
    - Make sure co-author information is added accurately
    - Use the template provided
  - Includes copyright agreement
  - Remember to send a copy of your Final Manuscript to your faculty advisor
  - The figures should be submitted separately
- **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 Manuscript.

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# General Publication Requirements



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



# Article Reminders



# Figures & 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 [APA 7th Edition](#).
  - See Prospective Author Informational presentation for additional guidance



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# Additional Tips for Effective Articles



- Professional, scholarly tone
- Use minimal technical jargon
- Active voice, passive 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)



# Accessibility of your Research

- *Explorations* is geared towards a **general audience** so our editors will also help make your research accessible to the general public
  - We want to avoid using jargon and ensure our examples are understandable
- What sorts of phrases might you use in talking to a fellow scientist about [your topic] that could easily be misconstrued by a non-scientist?
- How much background should someone have on [your topic] to be able to understand? Would the general public have that background?



# Let's introduce ourselves!

- Let's get to know each other!
  - Tell us your name, major, and a brief description of your research
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- Ensure you have access to your Personal Folder on Google Drive
  - Please add your phone number on the contact information google doc so we can add you to a group chat

# 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



# Helpful Links:

- [Final Manuscript Template](#) (.docx download)
- [Final Manuscript Submission Form](#) (primary author completes)
- [Author Survey Form](#) (all authors individually complete)
- [Faculty Approval Form](#) (faculty advisor must complete)
- [Heading Choices](#)
- [Supplemental Materials Checklist](#)
- [Sample Copyright Agreement](#)
- [Purdue University APA Formatting & Style Guide](#)
- [APA Style Reference Examples](#)



# Questions?

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