

# Kennesaw Journal of Undergraduate Research

## Fact Sheet

Things to know about submitting your manuscript to the *Kennesaw Journal of Undergraduate Research (KJUR)*.

### Before Submitting Your Manuscript

- 1) Make certain that you know which style manual you are using (ex. The Modern Language Association's [MLA] Manual of Style). The *KJUR*'s editors will use your style manual to review your submission and guide requests for revision. It is important to make certain that your manuscript's section headings and tone conform to your style manual.
- 2) Write an abstract! Your abstract is a required component of your submission and should be a one paragraph summary of your manuscript. As you write the abstract please consider that it will be used to help readers find your articles.
- 3) Consider applying for the Undergraduate Research Award (URA). The URA winner receives a \$500 prize as well as guaranteed publication within *KJUR* (upon completion of requested revisions). To be eligible for the URA you must submit a 500-750-word essay describing your research process with regards to finding sources and structuring your research study.
- 4) Write a short cover letter to the editors explaining why you wrote your manuscript and why you are submitting to the *KJUR*.
- 5) Identify your faculty sponsor; the *KJUR* requires that all submissions be linked to a faculty sponsor. During the editorial review process the sponsor will be listed as an author so that they also see revision requests. Upon publication, they will no longer be listed as an author unless you request it.

### Formatting Your Manuscript

The *KJUR* requests that you format your submissions according to the following guidelines.

- 1) Please follow U.S. spelling and punctuation conventions (i.e., labor, not labour; globalization, not globalisation).
- 2) Unless noted otherwise below, all content including text, abstracts, footnotes, appendices, and references, should have the following format:
  - a. 12 point Times New Roman/Times font
  - b. Double-spaced
  - c. Six-inch lines/one-inch margins all around
  - d. US Letter page size (8.5 X 11 in.) Left justified
- 3) Three headings are generally adequate to organize an article.
  - a. First-Level: Centered, bold, capitalize first letter of each word.
  - b. Second-Level: Left justify, bold, capitalize first letter of each word.
  - c. Third-Level: left justify and indent; bold, italicize, and capitalize first letter of first word only, follow with a period, include as part of text.
    - i. Example:

**Heading One**

**Heading Two**

*Heading Three.* Thenormalparagraphtexthere...

- 4) Use footnotes only to explain material that cannot be justified for inclusion in text or tables. Number the notes consecutively, using Arabic numerals, beginning with footnote "1." Use your word processing program to insert footnotes.

Submissions should include:

- 1) Title of the article (followed by subtitles if there are) (each may contain up to 120 characters)
- 2) Name and Surname of the author(s).
- 3) The nomination of the university, research center or other scientific entity where the author(s) work.
- 4) Acknowledgments and/or funding source (if any)
- 5) Abstract
- 6) Keywords (from 4-6 words)
- 7) The text of the article must contain from 1500 - 6000 words and must be structured appropriately. For example, scientific papers should include the sections listed below:
  - a. Introduction
  - b. Analysis and Results
  - c. Conclusion
- 8) Bibliography/References (which must not surpass 50 titles) must follow an appropriate style guide for your field such as: MLA, APA, Chicago.
- 9) Figures (which must be no more than 5, following the standard formats jpeg, gif, png) must have a resolution 300-600 dpi and be introduced in separate files, showing exactly the place where they will be placed, followed by the figure's nomination.
- 10) Tables must be created in Excel format, in separate files, with the caption text noting the table number. All tables should also have a note about where the table should be placed.

### After Submitting Your Manuscript

- 1) Be prepared to wait up to three months for a decision. The *KJUR* strives to identify the best reviewers for your submissions, and as a result we must accommodate their schedules.

### Receiving Your Decision

The *KJUR* classifies submissions into four broad categories: Accept with Minor Revisions, Accept with Major Revisions, Reject with Option to Resubmit, Reject without Option to Resubmit.

- **Accept with Minor Revisions** indicates that there are only a few minor issues within the submission and that reviewers are confident that revisions will take very little time to complete. This classification also indicates that upon completion of all required revisions the manuscript will be published in the *KJUR*.
- **Accept with Major Revisions** indicates that there is one major issue within the submission (such as a section that needs to be rewritten) and a few minor issues. Manuscripts with this classification may take some time to revise. This classification also indicates that upon completion of all required revisions the manuscript will be published in the *KJUR*.
- **Reject with Option to Resubmit** indicates that the manuscript has two major issues along with multiple smaller issues. Manuscripts with this classification are rejected from the *KJUR*; however, authors are encouraged to make manuscript revisions and resubmit their work. This classification's purpose is to give authors added time to make their revisions.
- **Reject without Option to Resubmit** indicates that the manuscript has three or more major issues. Manuscripts with this classification are rejected from the *KJUR*.

## Responding to the Editors

- 1) Upon receipt of the editors' decision, you will have eight weeks to make all initial revisions to your manuscript. If you know that you will not meet this deadline, please email the editors to request an extension.
- 2) When making revisions keep track of how you responded to your editor's requests in a cover letter. The editors will use your cover letter to ensure that your voice is maintained throughout the manuscript. A good resource for writing cover letters can be found here: <https://www.cmu.edu/gcc/handouts/Responding%20to%20Revise%20and%20Resubmit.pdf> and here: <https://research.kennesaw.edu/our/students/cover-letter.php>
- 3) After you submit your revisions, anticipate that the editors will find new (minor) corrections. This will mean that you and the editors will go back and forth about the manuscript multiple times. The purpose of this is to ensure that your publication is professionally edited and that it will reflect industry standards.

## After the Editors Have Accepted Your Submission

It can take several months to gather four completed manuscripts (the typical length of a *KJUR* issue), so please be patient in waiting for your receipt of publication. The editors will not forget your manuscript and are, in fact, looking forward to publishing it.

Throughout the editorial process please do not hesitate to contact your editor!

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## **Editorial Review**

This journal employs a blind peer review board process to ensure submissions are appropriate and of sufficient quality for publication in the journal.

## **Article Processing Charges (APCs) and Embargo Policy**

This journal does not charge any APCs nor does it have any embargo on its articles.

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