

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 (for example, 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 article.
- 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 regard to finding sources and structuring your research study.
- 4) Write a short (one page), introductory cover letter to the editors explaining why you wrote your manuscript and why you are submitting to the *KJUR*. Some advice on writing introductory cover letters can be found here: <https://www.aje.com/en/arc/writing-cover-letter/>
- 5) Identify your faculty sponsor; the *KJUR* requires that all submissions be linked to a faculty sponsor, and you should list the sponsor as an author so that they also see revision requests. Upon publication, they will be listed as a faculty sponsor.

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 (e.g., labor, not labour; globalization, not globalisation).
- 2) Unless noted otherwise below, all content including text, abstract, 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. (Text starts directly after third heading)

- 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 be structured appropriately. For example, scientific papers should include the sections listed below:
 - a. Introduction
 - b. Method
 - c. Analysis/Results
 - d. Conclusion
- 8) Bibliography/References (which must not surpass 50 titles) must follow an appropriate style guide for your field such as: MLA, APA, Chicago Manual Style, or APSA. Use your Word processing program in order to apply hanging indents (found under Paragraph Options).

After Submitting Your Manuscript

- 1) The editors will briefly review your manuscript in order to discern whether your submission meets these requirements, and then the review process will begin.
- 2) Then, the editors will assign your manuscript to two reviewers with expertise in your discipline.
- 3) Once the reviewers have submitted their reviews, the editor reads through their comments and makes a decision, which will be communicated to you by email.
- 4) Be prepared to wait up to three months for a decision, although sometimes it may be longer. The *KJUR* strives to identify the best reviewers for your submissions, and as a result we must accommodate their schedules.
- 5) Furthermore, be aware that this process may entail multiple rounds of revision, as no manuscript is accepted without any revisions necessary.

Receiving Your Decision

The *KJUR* classifies submissions into four broad categories: Accept Submission, Accept Submission with Minor Revisions, Major Revisions Required for Acceptance, and Reject Submission.

- 1) **Accept Submission** indicates that your essay has most likely been through the review process, often multiple times, and has been copyedited and will be published in the next issue of *KJUR*. It is unlikely to receive this decision after your initial submission.
- 2) **Accept Submission 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*.

- 3) **Major Revisions Required for Acceptance** indicates that there are major issues 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. Submissions that require major revisions, once resubmitted with changes, will once again undergo the review process in which reviewers decide if the manuscript has sufficiently addressed their concerns. Often, these manuscripts face multiple rounds of revisions before they are publication ready.
- 4) **Reject Submission** indicates that the manuscript has multiple major issues that reviewers do not believe could be addressed in a revision; manuscripts with this classification are rejected from the *KJUR* (the following are examples of common issues):
 - Writing or grammatical errors
 - Style guide errors
 - Biased writing
 - Major flaws in the thesis or argument(s)
 - Major methodological or statistical flaws (for empirical research)

Responding to the Editors

- 1) Upon receipt of the editors' decision, you will have eight weeks to make the suggested revisions to your manuscript. If you know that you will not meet this deadline, please email the editors to request an extension.
- 2) After making revisions, explain how you responded to your editor's requests in a cover letter. This is a very important step, as 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://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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