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). 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. Instructions on how to write this cover letter can be found here: https://www.aje.com/arc/writing-cover-letter/

5) Identify your faculty sponsor, as 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 be listed as the faculty advisor.

After Submitting Your Manuscript

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

Receiving Your Decision

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.

1) **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 KJUR.

2) **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 KJUR.

3) **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 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.

4) **Reject without Option to Resubmit** indicates that the manuscript has three or more major issues. Manuscripts with this classification are rejected from 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://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!