Publication and Mentor Agreement Forms for the UCF Undergraduate Research Journal

Included in this packet:

Introduction/Overview of the Review Process
Submission Guidelines
“Submitting Your Work” checklist
Publication Agreement form
Secondary Author/s form
Mentor Approval form
Introduction and Overview of the Review Process:

Thank you for your interest in publishing your work with the University of Central Florida Undergraduate Research Journal. We look forward to guiding your manuscript through the faculty review process and providing you with feedback for the improvement of your research.

Upon receipt of your completed Pre-Submission Packet and an electronic copy of your manuscript, we enter your information into our manuscript management database and begin seeking faculty reviewers within your discipline. If your faculty mentor includes suggestions for reviewers on the “Mentor Approval” form, this process is greatly expedited.

Potential faculty reviewers receive your abstract and an introductory email. If the faculty members agree to review, he/she is sent the full manuscript and a detailed faculty review form, with the expectation that the review will be returned within four weeks. Each manuscript receives at least two faculty reviews. These reviews are anonymous; all personal identifiers are removed from your files before they are sent to the reviewer, and you will not be told which faculty members have reviewed your manuscript.

Because UCF faculty members are generally very busy, their reviews may occasionally take longer than four weeks. Sometimes it can also be difficult to locate faculty members with expertise in your particular field. While this may slow the review process, we make every effort to give your manuscript thorough reviews as quickly as possible. After we have confirmed receipt of your manuscript and paperwork, you may expect a publication decision within ten to twelve weeks, although this time frame may vary with school holidays and vacations. We appreciate your patience during that time, and we are always receptive to your questions, concerns, or suggestions for reviewers.

After your manuscript has completed the review process, we may email you a request to complete a short survey regarding the UCF URI. This is part of our constant striving to improve our process for you, the undergraduate student. Thank you for choosing to submit your work to the UCF URJ. We wish you the best of luck in all your research endeavors!

Sincerely,

The Editorial Team

Revised 01-30-2009
Submission Guidelines

Authorship
Only University of Central Florida undergraduate students are eligible to submit research to the University of Central Florida Undergraduate Research Journal. The student must have completed the submitted work while enrolled as an undergraduate student. Original research papers are welcome from all academic departments; however, the journal does not publish fiction, creative non-fiction, or poetry. Submissions must be research based, in which research questions are formulated and posed, data is gathered and analyzed, and new conclusions or interpretations are given.

Formatting
Manuscripts must be typed, double-spaced, with one inch margins, 12 point Times New Roman font, and numbered pages (see the Style Guide for specific formatting). The ideal length of a manuscript is 3,500 words (minimum) to 5,000 words (maximum). Slightly longer manuscripts may be considered based on the discipline and the content of the study. Manuscripts must be free from typographic and citation errors. You must submit your manuscript electronically as a Microsoft Word document (Windows or Mac). Other publication forms, such as the Publication Agreement form and Mentor Approval form, should be completed and returned prior to electronic submission of the manuscript.

Citation Style
Manuscripts should be formatted in the most recent editions of the citation style appropriate to their academic disciplines (e.g. MLA, Chicago, APA).

Abstract/ Author Biography
In addition to the manuscript, please submit an abstract of 250 words (maximum) and an author biography 300 words (maximum).

Deadline
The UCF Undergraduate Research Journal uses a rolling publication system.

Submissions
A student author or faculty mentor may withdraw a submission at any point up to the final double-blind review. The publishers may withdraw a submission at any time before publication.

Revised 01-30-2009
Submitting Your Work

The following steps are to be taken by you (the student) and your faculty mentor prior to submitting your manuscript.

- **Student Responsibilities:**
  - Review the Submission Guidelines, Institutional Review Board guidelines (if necessary), and the necessary Style Guide (APA, MLA, etc.), to ensure that standards are met.
  - Verify, together with a faculty mentor, that the manuscript meets the discipline-specific expectations for a research article.
  - Eliminate ANY surface errors.
  - Submit the manuscript via the online submissions process at http://urj.ucf.edu.
  - It is recommended that you retain a copy of all submission forms and paperwork for your records.
  - Complete and submit the Pre-Submission Forms packet (with UWC consultation form attached) and return it to Computer Center 2, Suite 209 on the UCF Campus, or mail it to:
    
    UCF Undergraduate Research Journal  
    P.O. Box 161906  
    Orlando, FL 32816-1906

- **Faculty Mentor Responsibilities:**
  - Review the Submission Guidelines, Institutional Review Board guidelines (if necessary), and the necessary Style Guide (APA, MLA, etc.), to ensure that standards are met.
  - Ensure that the student’s article meets professional academic standards.
  - Review the Pre-Submission Forms packet with the student prior to submission and complete the Mentor Approval Form.
  - Recommend at least two faculty reviewers where indicated on the Mentor Approval Form.
Publication Agreement

First Author: After completing the online application, please complete this form and submit it for the manuscript under review. If applicable, also complete and submit the Secondary Author/s form.

Article Information

Title: __________________________

Field of Study (be as specific as possible): __________________________

Has this work been submitted elsewhere? If so, where? __________________________

Author(s): __________________________________________________________

For multiple-author work, list names in descending order of contribution to research.

First Author Information

First Name: _______________  Last Name: __________________________

Mailing Address: _____________________________________________________

Email Address: __________________________  Contact Phone: _______________

Conditions of Publication

The student and faculty mentor have the option of determining where to submit the above article. The UCF Undergraduate Research Journal accepts articles that have been or might be published in other journals. The student and faculty mentor are responsible for determining whether another journal will accept an article that has already been published in the UCF Undergraduate Research Journal, or whether an article previously published by another journal may be submitted to the UCF Undergraduate Research Journal. This information must be disclosed in the proper fields above. The UCF Undergraduate Research Journal reserves the right to edit a submission for length and/or clarity prior to online publication. The UCF Undergraduate Research Journal will consider manuscripts that report on research involving human subjects only if UCF’s Institutional Review Board (IRB) has reviewed and approved the research project for compliance with regulatory and ethical requirements.

I am submitting the above article for anonymous review and publication in the UCF Undergraduate Research Journal. I affirm that I am the author of this article, that I have adhered to all regulatory and submission guidelines listed in this forms packet and on the official UCF Undergraduate Research Journal website, and that I have obtained consent from my faculty mentor to submit it for review.

____________________________________  ______________________
First author’s signature  Date

Revised 01-30-2009
Secondary Author/s

Secondary Author/s: After completing the online application, please complete this form and submit it for the manuscript under review. Please submit one form for each additional author.

Article Information

Title: ____________________________________________________________

First Author: ______________________________________________________

Secondary Author Information

First Name: ___________________________ Last Name: ___________________________

Mailing Address: ______________________________________________________

Email Address: ___________________________ Contact Phone: _________________

Conditions of Publication

The student and faculty mentor have the option of determining where to submit the above article. The UCF Undergraduate Research Journal accepts articles that have been or might be published in other journals. The student and faculty mentor are responsible for determining whether another journal will accept an article that has already been published in the UCF Undergraduate Research Journal, or whether an article previously published by another journal may be submitted to the UCF Undergraduate Research Journal. This information must be disclosed in the proper fields above. The UCF Undergraduate Research Journal reserves the right to edit a submission for length and/or clarity prior to online publication. The UCF Undergraduate Research Journal will consider manuscripts that report on research involving human subjects only if UCF’s Institutional Review Board (IRB) has reviewed and approved the research project for compliance with regulatory and ethical requirements.

I am submitting the above article for anonymous review and publication in the UCF Undergraduate Research Journal. I affirm that I am the author of this article, that I have adhered to all regulatory and submission guidelines listed in this forms packet and on the official UCF Undergraduate Research Journal website, and that I have obtained consent from my faculty mentor to submit it for review.

____________________________________  _______________________
Secondary author’s signature                  Date
Mentor Approval

Faculty Mentor: Please complete this form for each article that you are recommending for review, so that the author may submit it with the rest of the Pre-Submission Forms packet.

Article Information

Title: _____________________________________________

Field of Study (be as specific as possible): _________________________________

Author(s): _____________________________________________

For multiple-author work, list names in descending order of contribution to research.

Potential Reviewers

The UCF Undergraduate Research Journal operates by an anonymous review process, wherein two or more faculty members within the proper discipline review the article to produce a publication decision. To expedite this process, please list your suggestions for faculty reviewers (please continue on back as necessary):

Name: _______________________ Email Address: _________________________
Department/Affiliation: ________________________________________________

Name: _______________________ Email Address: _________________________
Department/Affiliation: ________________________________________________

Name: _______________________ Email Address: _________________________
Department/Affiliation: ________________________________________________

Conditions of Publication

I am approving the above manuscript for anonymous review and publication in the UCF Undergraduate Research Journal. I affirm that the research reported therein is original work prepared by the above-named author/s and has been reviewed by myself as faculty mentor. We deem it appropriate for publication, and we have obtained approval from the University of Central Florida Institutional Review Board for any research involving human or animal subjects.

_____________________________________
Faculty mentor’s name

_____________________________________
Faculty mentor’s signature Date

Email Address: ___________________________ Contact Phone: ___________________

Revised 01-30-2009