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StUdent EduCATiOnAl SuCCeSS
Demystifying the Publication Process
Working Group

Purpose
In order to enter academia, graduate students need to be published before they graduate (Lei & Chuang, 2009). However, few graduate programs teach their students how to transition a course paper into a journal manuscript (Rocco & Nolan, 2009, p. 267). This working group attempts to provide a positive academic socialization experience by having current doctoral students who have published and/or who serve as managing editors for scholarly journals share their experiences and information. The working group session will be divided into two component parts: (1) writing your journal article and (2) the journal article review process.

Agenda
I. Welcome, purpose, and introductions
II. Journal summaries
III. Turning your paper into a manuscript for publication
IV. Finding your journal niche
V. Dealing with rejection and acceptance
VI. Q&A
Chicana/Latina Studies: the Journal of MALCS is the flagship journal of Mujeres Activas en Letras y Cambio Social (Women Active in Research and Social Change). This feminist Chicana/Latina academic organization is dedicated to building bridges between community and university settings, transforming higher education, and promoting new paradigms and methods.

Chicana/Latina Studies is an interdisciplinary, biannual publication that relies on a double-blind peer review process. Originally housed at the Chicana/Latina Research Center, University of California Davis, Voces was published between 1996-2001. From 2003 to 2009 the Journal moved to Loyola Marymount University, under the editorship of Karen Mary Davalos and Alicia Partnoy. There, its name changed to Chicana/Latina Studies: The Journal of MALCS. Tiffany Ana López (UC Riverside) joined as Co-Editor two years later.

In the summer of 2009, the journal transitioned to the College of Education and Human Development at the University of Texas at San Antonio under the Editorship of Josie Méndez-Negrete. Additional history on C/LS may be found in Volume 9(1) under Editor Commentary.

As the publication of a diverse association that aims to provide space for those historically marginalized, the Journal publishes academic articles and creative works by and about Chicanas/Latinas of the Americas and is receptive to all scholarly methods and theoretical perspectives that examine, describe, analyze, or interpret our experiences. The Journal welcomes English or Spanish submissions of scholarship, commentary, reviews, and creative writings.

Manuscript Preparation: All submissions must be made electronically in MS Word.doc format, double-spaced, including quotations, notes, references, captions, and headings, in a 12-point Times New Roman font, with one inch-margins on all sides. Use consecutive page numbering at the bottom right of the page. Do not justify margins or turn on automatic hyphenation of words.

To maintain anonymity in the review process, please put names, affiliations, telephone numbers, fax, e-mail address, and a preferred mailing address on a separate title page. Citations to an author’s own work should be made in a way that does not compromise anonymity.

The Journal has no manuscript page minimum or maximum, but prefers scholarly articles of 5,000 words or 25 pages (not including tables, notes, or references); commentary articles with less than 2,500 words; and review articles with approximately 1,000 words.

Creative Writing: Please submit no more than 6 poems or 2 fiction or testimonio pieces (maximum of 10 pages each). You may submit your written work in Spanish, English, Spanglish, or any combination of languages generated by the diaspora and/or colonization processes (i.e. Quechua and Spanish, Nahuatl and English). Works are chosen for publication through a blind review process.

Review Essays: While suggestions are welcome, the Book Review Editor solicits reviews of books, exhibitions, performances, videos, or Internet publications. Reviews are between 700 and 1,000 words, including the Works Cited. Reviews are published at the discretion of the co-Editors.
Description

The Review of Higher Education provides a forum for discussion of varied issues affecting higher education. The journal advances the study of college- and university-related topics through peer-reviewed articles, essays, reviews and research findings, and by emphasizing systematic inquiry—both quantitative and qualitative—and practical implications. Considered one of the leading research journals in the field, The Review keeps scholars, academic leaders, and public policymakers abreast of critical issues facing higher education today. It is the official journal of the Association for the Study of Higher Education.

Article Criteria

The Review publishes empirically and theoretically based articles and scholarly reviews and essays that move the study of colleges and universities forward. The most central aspect of The Review is the saliency of the subject matter to other scholars in the field as well as its usefulness to academic leaders and public policymakers. Selection of articles for publication is based solely on the merits of the manuscripts with regards to conceptual or theoretical frameworks, methodological accurateness and suitability, and the clarity of ideas and gathered facts presented. The Review encourages a diversity of scholarly perspectives, research designs, and methodological paradigms.

Article Submissions

Manuscripts should be typed, double-spaced throughout, including block quotes and references, and each page should be numbered consecutively. The names, institutional affiliations, addresses, phone numbers, and e-mail addresses of authors should appear on a separate cover page to insure anonymity in the reviewing process. Authors should NOT place their names on the manuscript and should obscure identifiable citations. Manuscripts typically should not run more than thirty pages. Please supply an abstract of 100 or fewer words with your paper. Authors should follow instructions in the current edition (6th) of Publication Manual of the American Psychological Association. Please do not change fonts, spacing, or margins or use style formatting features at any point in the manuscript except for tables. Manuscripts are to be submitted in Word format online at http://mc.manuscriptcentral.com/rhe (if you have not previously registered on this website, click on the "Register here" link to create a new account). Once you log on, click on the "Author Center" link and then follow the printed instructions to submit your manuscript.
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The Journal of Educational Foundations is a bi-annual journal that seeks to enhance scholarship in and among the educational foundations disciplines by providing a vehicle for the publication of articles and essays that feature analysis of the foundations of education, as well as methodologies used in foundations and the applications of such methodology to key issues of the day. Additionally the journal welcomes significant research which evolves from and unifies the foundations disciplines, all focusing on the interdisciplinary nature of the educational foundations fields. Publication will be determined by juried review.

The Journal of Educational Foundations seeks articles and essays in four primary areas:

1. Exposition on the nature of the educational foundations—essays exploring the foundations, highlighting definition, interrelationships, strengths, difficulties, and other aspects of the combined fields;
2. Application of the foundations disciplines to an issue of significance—collections of articles around a specified theme, bringing to bear the nature of the various foundations disciplines on such themes. Information concerning themes for future issues of the journal may be obtained from the editor;
3. Methodology—articles exploring methodological issues of the foundations fields, stressing similarities and differences among the disciplines;
4. Research—articles describing or reporting on new research in the foundations fields, with emphasis on interdisciplinary aspects of such research.

Article Submissions:
The suggested length for articles is between 25-30 pages double-spaced. Please be sure to include an abstract at the start of the article, but please DO NOT include your name or any sort of identifying information on the article submission document or document title. If there is evident identifiable information on the manuscript, we will send it back to you for you to resubmit. We accept submissions on a rolling basis. All

Book Reviews:
Book reviews may also be a creative form of scholarship and should provide an analysis of the book’s strengths, weaknesses, and implications for further areas of study. The suggested length of a book review is approximately 2,000 words. Please provide a word count at the end of the text.

All citations, references, and notes should be in compliance with the APA Publication Manual: Sixth Edition.

The journal has an acceptance rate of less than 20%.
The Journal Publication Process

In this section, we provide an overview of journal publication from an editorial perspective. We consider the front end of the process, beginning with submission of a manuscript for journal publication and proceeding to consideration of the peer review process.

Topics Covered in this Section

- Submitting a Manuscript for Publication
- The Peer Review Process
- "Quick Read"
- Actions Taken on a Manuscript

Submitting a Manuscript for Publication

The selection of the journal to which one's manuscript will be submitted is an important one. A manuscript of more specific, local interest may be better suited to a more specialized journal, whereas one with broad interest across subdisciplines may reach a wider audience in a journal with a more generalist approach.

A key criterion in publication decisions is the manuscript's fit for the particular journal and the readership of that journal. Colleagues and mentors in one's field are likely to be well versed in the types of manuscripts published by various journals in the field and can serve as additional resources in making the selection.

One may also wish to consider the quality and reputation of the journal. Both the journal's impact factor (a measure of how frequently its articles are cited in other journals) and its rejection rate provide indices of its quality.

As ethical guidelines prohibit submission of a manuscript elsewhere while it is under consideration for a particular journal, timeliness considerations may also guide one's choice.

Manuscripts are to be submitted according to the style guidelines (e.g., American Psychological Association and The Chicago Manual of Style) and the specific Instructions to authors for the journal of interest, which are published in the individual journals and their website.

An online manuscript portal facilitates the process of submission, allowing authors to upload their manuscripts in a few steps through a common online entry point.

General guidelines for preparing the manuscript for submission are summarized in the Publication Manual of the American Psychological Association (6th ed.; APA, 2010, pp. 228–231). Authors may also find the Checklist for Manuscript Submission helpful for preparing manuscripts for APA journals.

On receipt, the journal editor may give the manuscript a preliminary read to ensure that it generally adheres to journal’s manuscript style, that the content is within the purview of the journal, and that the...
type of article (e.g., empirical study, theoretical review) is appropriate for the journal. If a manuscript is clearly inappropriate, the editor informs the author. Otherwise, the author can expect the manuscript to undergo peer review. The review process can vary in length, but authors can anticipate a response regarding the publication decision within 2–3 months.

The Peer Review Process

A key convention in the publication of research is the peer review process, in which the quality and potential contribution of each manuscript is evaluated by one's peers in the scientific community.

Scholarly journals routinely utilize a peer review process to guide manuscript selection and publication decisions. Toward the goal of impartiality, the majority of scholarly journals follow an established masked review policy, in which authors' and reviewers' identities are concealed from each other.

Journal reviewers are scholars selected by the action editor (typically, the journal editor or associate editor) to review a manuscript on the basis of their expertise in particular content areas of their field. To enhance objectivity, two to three peer reviewers typically are selected to evaluate a manuscript.

In addition to technical expertise, criteria for selection of reviewers may include familiarity with a particular controversy or attention to a balance of perspectives (APA, 2010, p. 226). Whereas the journal editor holds final responsibility for a manuscript, the editor usually weights reviewers' inputs heavily.

Authors can expect their manuscripts to be reviewed fairly, in a skilled, conscientious manner. Reviewers are held to demanding standards.

They must

- present a clear decision regarding publication, considering the quality of the manuscript, its scientific contribution, and its appropriateness for the particular journal;
- support the recommendation with a detailed, comprehensive analysis of the quality and coherence of the study's conceptual basis, methods, results, and interpretations; and
- offer specific, constructive suggestions to authors.

"Quick Read"

After reviews are in hand but before considering the reviews in detail, the decision editor (either the editor or associate editor) scans the paper to gain an independent view of the work. This "quick read" provides a foundation for the more thorough reading that follows—it by no means determines the final decision. On the other hand, it probably parallels how authors can expect many reviewers (and readers) to approach their papers.

First, the editor scans the paper from beginning to end for obvious flaws in the research substance and writing style. If problems show on the surface, a deeper reading is likely to uncover other matters needing attention.

The quick-read process is relatively simple. In the initial examination of your manuscript, the editor or associate editor will follow these general guidelines:

- **Read the abstract**
  The editor thinks about the following questions: What is the sense of the research question,
methodology, findings, and interpretations? Major problems in the abstract often reflect internal flaws. The major goal in reading the abstract is to understand the research question. Is it clearly defined, relevant, and supported by the methodology? For example, APA publication policy emphasizes conclusion-oriented abstracts: What did the research find, and what do the findings mean?

- **Examine the full manuscript**
  If it is more than 35 typed, double-spaced pages (including references, tables, and figures), this could pose a problem for some journals. How long are the introduction and the Discussion section relative to other sections of the paper?

- **Scan the paper’s headings**
  Are they well organized? Does a clear structure emerge? If not, the author has not achieved coherence.

- **Scan the references**
  Are they in the journal’s approved style? If not, the author is not using appropriate publication format.

- **Scan the tables and figures**
  Do they portray the information clearly? Can they stand alone without captions? Are they well-constructed and in the journal’s approved style (e.g., APA, Chicago Manual of Style)? A "no" to any of these questions suggests problems in the author's presentation of findings. If the text contains a large number of statistics, could they be more appropriately put into tables or figures?

- **Finish the quick read by reading a page or two from each section of the paper**
  How often does the red pen jump into the mental fingers? Do problems result from sloppiness or something deeper? Are there long paragraphs (more than a page) and sentences (more than three lines)? Does the author communicate skillfully? Writing problems can signal more serious shortcomings.

The quick read leads to an initial impression of the care with which a manuscript has been prepared. Weaknesses do not necessarily speak to the quality of the research, but they do reflect barriers to understanding the work and give a sense of the paper's quality and suitability for publication.

Authors preparing their own papers should ask themselves questions like those listed above.

**Actions Taken on a Manuscript**

After completing a quick read, the decision editor scrutinizes the manuscript and the reviews. The following categories constitute the editorial actions that may be taken on a manuscript:

- **Rejection**
  The flaws that lead to this decision generally center on substantive or methodological issues. A manuscript is usually rejected because
  - it is outside the area of coverage of the journal;
  - it contains serious flaws of design, methodology, analysis, or interpretation; or
  - it is judged to make only a limited novel contribution to the field.

- **Rejection with invitation to revise and resubmit**
  In some cases, manuscripts may have publication potential but are not yet ready for final publication. The study as presented may not merit acceptance as is but may warrant consideration after substantive revision (e.g., reorganizing the conceptual structure, conducting additional experiments, or modifying analyses). The action editor will give the author an invitation
to revise and resubmit for another round of reviews (usually with the same reviewers). An action editor cannot guarantee acceptance of a revised manuscript, but authors who respond flexibly and attend closely to suggested revisions enhance their chances for an acceptance. Authors are advised to include a detailed cover letter outlining their responses to the revisions.

- **Acceptance**
  In very few cases, a manuscript may be accepted for publication on first reading, with only minor revisions required. More typically, acceptances follow the successful revision of a manuscript previously rejected with invitation to revise and resubmit. Once a manuscript is accepted, it enters the production phase of publication. At this point, no further changes can be made by the author other than those suggested by the copyeditor.

New scholars who wish to learn more about the editorial and peer review process as it operates with APA journals are referred to "The Publication Process" (Chapter 8 of the *Publication Manual*; APA, 2010; see also Eichorn & VandenBos, 1985²).

### Reference


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