Publication Agreement and Mentor Approval Forms for the UCF Undergraduate Research Journal

Included in this packet:

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- Mentor Approval form
- Permission for Publication form (for previously published essays)
Introduction and Overview of the Review Process

Thank you for your interest in 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 an introductory email including the abstract describing your research. If the faculty member agrees 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 six to eight 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 URJ. This is part of our constant striving to improve the publication 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

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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 should 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 shorter or longer manuscripts may be considered based on the discipline and the content of the study. Manuscripts should be free from typographic and citation errors. You should submit your manuscript electronically. A Microsoft Word document (Windows or Mac) is the preferred format; however, in some fields it is more practical to use another program. Also, some Word documents that contain multiple images or graphs may be too large to upload unless they are first converted to PDFs. In these cases, you may submit your manuscript as a PDF. Other publication forms, such as the Author’s 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 of 150 words (maximum).

Deadline
The UCF Undergraduate Research Journal uses a rolling publication system in addition to semester-based deadlines.

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.
Submission Checklist

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

- **Student Responsibilities:**
  - Write and revise your paper with your mentor's guidance.
  - Review the submission guidelines, IRB guidelines (if necessary), and the necessary Style Guide (APA, MLA, etc.) to ensure that professional standards are met.
  - Eliminate all surface errors.
  - Submit the manuscript via the online form at http://urj.ucf.edu.
  - Note: It is recommended that you retain a copy of all submission forms and paperwork for your records.
  - Complete and submit the Author’s Publication Agreement and Mentor Approval Forms packet as well as the Secondary Author’s Publication Agreement (if necessary) and return them to Technology Commons II, Suite 209 on the UCF Campus, or mail them to:

    
    **UCF Undergraduate Research**
    **Journal Office of Undergraduate**
    **Research 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 Publication Agreement and Mentor Approval 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.

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Author’s 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.

Please specify your contribution(s) to this paper: ______________________________________

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Author(s): ________________________________________________________________

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

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Faculty mentor’s name

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