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Scholarly Writing and Publication

Raymond Quirolgico
Scholarly Writing and Publication: (Re-)Viewing the Inspiration of Research and Practice

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Abstract:

• Excellent reflective practice is happening throughout the region, but the perspective of practitioners is largely missing in our body of literature. This program will de-mystify the publication process and discuss the processes of writing and publishing in professional journals to writers who may be new to this professional skill.
Workshop Goals

• Participants will be able to define “scholarship” and its relation to research and practice.
• Using *The Journal of Student Affairs Research and Practice* as an example, participants will be able to describe the processes of topic generation, manuscript production, manuscript submission, manuscript reviewing, and publishing in scholarly journals.
• Participants will be able to identify at least three different outlets for scholarly writing.
• Participants will discuss possible Region IV-West topics in higher education for authorship or co-authorship opportunities.
You, as a Writer...

• What is your experience as a writer?
• **What do you hope to publish?**
• How, When, and Why do you write?
• What are your greatest fears about writing?
• What are your greatest joys about writing?
• Who is your community of writers?
“Scholarship”

...“to play (with ideas)”...
You, as a Writer...(redux)

• *What ideas do you want to play with?*
• Getting started
• Different kinds of manuscripts
• The emotional aspects of writing
• Feedback and editing
• Developing a style and voice
• Writing in community
Publication Outlets

- Chapters
- Refereed articles
- Books
- Newsletters
- Magazines and Periodicals
- Refereed journals
- Other
How to Submit a Manuscript

Read the Guidelines for Authors!

Examples:

(NASPA) JSARP:  www.journals.naspa.org/jsarp
ACPA Media:
  www.myacpa.org/pub/pub_media.cfm
Routledge:  http://www.routledge-ny.com/info/authors
Manuscript Review = Cycles of Scholarship

- Review 1
- Review 2
- Review 3
- Publication
- Engagement
Timeline for JSARP review

**Submission**
BePress System: Assigns manuscript a number, emails author confirmation

Editorial Assistant: Removes all author information, Uploads blind review version, and Assigns 3 reviewers and Associate Editor

**Goal: 24-48 hours**
Timeline for JSARP review

Review 1
Reviewers submit decision:
- Reject, Major revisions required, Accept pending minor revisions, or Accept
- Edited manuscript using Microsoft Word track changes
- Confidential note to the Executive Editor

Goal 3 weeks
Decision 1
Executive Editor reviews conclusions and renders final decision

Goal: 1-2 weeks
Timeline for JSARP review

**Revision 1**
Author views editors decision letters and edited manuscripts. Author revises the manuscripts based upon this information.

**Goal 3 weeks**
Timeline for JSARP review

Review 2
Reviewers submit decision:
• Reject, Major revisions required, Accept pending minor revisions, or Accept
• Edited manuscript using Microsoft Word track changes
• Confidential note to the Executive Editor

Goal 3 weeks
Decision 2
Executive Editor reviews conclusions, edits manuscript, and renders final decision

Goal: 2-3 weeks
Timeline for JSARP review

Submission → Review 1 → Decision 1 → Revision 1 → Review 2 → Decision 2 → Revision 2 → Exec Editor → Copy Editor → Publication

**Revision 2**
Author reviews editors decision letter and edited manuscripts. Author makes revisions based upon this information.

**Goal: 3 weeks**
Timeline for JSARP review

Review 3
Manuscript is reviewed by the Executive Editor. This review is to ensure that all changes have been made and it is ready for the Copy Editor.

Goal: 1 week
Copy Editor works with the author directly to prepare the manuscript for publication.
Timeline for review

- Submission
- Review 1
- Decision 1
- Revision 1
- Review 2
- Decision 2
- Revision 2
- Review 2
- Decision 2
- Exec Editor
- Copy Editor
- Publication

Publication
Executive Editor determines the publication date and communicates with the author.
A third review and several rounds of copy editing will occur, if necessary. This exists to assure that only the highest quality articles are published.
Decisions

Accept:

The manuscript is considered appropriate and timely for the *JSARP* as is. The manuscript is forwarded to the Copy Editor at BePress.
Accept Pending Minor Revisions:

The manuscript is considered worthy of publication pending the successful completion of a few minor revisions. Authors are requested to make the revisions and the Executive Editor reviews the final manuscript to ensure that the suggestions have been appropriately addressed.
Decisions

Major Revisions Required:

The manuscript has potential, but revisions and further review must be completed. The author is asked to respond to these and make appropriate changes within one month. Authors submit a revised draft, but these revisions do not guarantee acceptance.
Reject:

The manuscript is unacceptable for publication in the *JSARP*. A letter from the executive editor is sent to the author specifying reasons for the rejection. Other sources for publication may be suggested. When appropriate, direct comments from the reviewers, as well as portions of the edited manuscripts, will be shared with the author.
Decisions

Desk Reject:

The manuscript is reviewed by the Editorial Assistant and Executive Editor and deemed inappropriate for the journal. Decision can be based on topic, writing quality, methodological procedures, or other issues.
JSARP by the numbers

• **181** manuscripts in 2010

• Acceptance rate: **13.3%**
  (total published/total submissions)

• Rejection rate: **81.5%**
  (total rejected/processed pieces)

• Average 47 days from submission to first decision
Common Submission Mistakes

- Author identification
- Lack of APA formatting
- Grammatical and writing errors
- Weak conclusions and implications for practice
- Inadequate connection to student affairs
- Poor writing quality
Final thoughts...

Writing (a musical metaphor)

Use your Region, your KCs, and your work institutions (departments, divisions, task forces) as your community of writers (and editors)

Focus on an agenda of research questions to play with
Check-In

- Participants will be able to define “scholarship” and its relation to research and practice.
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