UGRJ Author Workshop
Meet the Leadership Team!

**Co-Editor-in-Chiefs:** Ethan Tanchoco and Shaiva Patel

**CNAS Associate Editor in Chief:** Jacob Abrisz

**CNAS Copy Editor:** Courtney Moulton

**CHASS Associate Editor in Chief:** Carolina Munoz

**CHASS Copy Editor:** Niva Manchanda
Submission Requirements

- Margins must be **1-inch** on all sides
- Abstract must be **single spaced**
- Article text must be **double spaced**
- Articles must be submitted as a **Word document**
- Submission manuscript will require approval by your faculty mentor
- Name the file as **“First Submission - Title”**
  (Future revisions should include the Submission #)
- **References**: Follow the citation styles of your discipline (ex: MLA, APA, CSE, etc...) Please work with your faculty mentors to determine which should be used
- Document size cannot exceed **5 MB**
- The maximum length of a submission **cannot exceed 12 pages**; including all figures, tables, illustrations, footnotes, citations, and references. Does not include the abstract or author information
Fall Deadline: October 16, 2020 @ 5pm

Winter Deadline: January 8, 2021 @ 5pm

Spring Deadline: April 2, 2021 @ 5 pm
Cover Artwork Submissions

- Artwork can be about anything
- Submit on the Journal website
- Deadline for cover artwork
  - January 22, 2021 at 5 pm
  - April 17, 2021 at 5 pm
Undergraduate Research Journal

The University of California Riverside Undergraduate Research Journal provides a student-edited multidisciplinary journal that features the very best undergraduate research and scholarship accomplished at our campus. This peer-reviewed process is managed by the Student Editorial Board (SEB) with guidance from the Faculty Advisory Board (FAB), and logistical support from Student Engagement teams. The Journal is supported by the Vice President and Dean of Undergraduate Education.

Prior to submission, students should review all Journal Requirements including page requirements, guidelines, and other submission information.

Publishing workshops are provided to clarify expectations for successful article submissions:

- Students interested in submitting articles to the Journal are highly encouraged to attend a "Publishing in the Journal Workshop". These sessions are designed to orient students to the Journal's Publishing Guidelines.
- The workshops will be co-sponsored by the SEB and will outline the publishing process.
- Additionally, in support of the workshops, the SEB will provide an additional resource: a Publishing Guide (7 minutes) as a supplement to the required presentation.

Submissions for Articles and Cover Design Art

Submissions will be accepted throughout the academic year. However, final selection of articles will be determined after the April 15 deadline for the annual spring publication.

Submitting an Article

- Article Submission Requirements
- Journal Formatting Requirements
- Recommended Structure of Submitting Paper
Review Process

- **1st Round of Editor Reviews**
  - Start: Sunday 5 pm
  - Deadline: Friday 5 pm

- **2nd Round of Editor Reviews**
  - Start: Sunday 5 pm
  - Deadline: Friday 5 pm

- **3rd Round of Editor Reviews (Final)**
  - Start: Sunday 5 pm
  - Deadline: Friday 5 pm

**LeaderShip Reviews**

- **Author Edits (1 Week)**
  - **1st Round of Editor Reviews**
  - **2nd Round of Editor Reviews**
  - **3rd Round of Editor Reviews (Final)**

- **Article Submission and Review Team Assignment**
### UGRJ Submission Scoring Form

| Item                                                      | Score
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manuscript Title</td>
<td>5</td>
</tr>
<tr>
<td>Name of Primary Reviewer</td>
<td>4</td>
</tr>
<tr>
<td>Name of Secondary Reviewer</td>
<td>4</td>
</tr>
<tr>
<td>Name of Faculty Advisor</td>
<td></td>
</tr>
<tr>
<td>Review Round</td>
<td>Round 1</td>
</tr>
</tbody>
</table>

**Is the research question clearly articulated?**

- The Neurotoxic Effects of Cycads and Metals: A Review

**Is the research approach/method clearly defined?**

- Nicole Huffman

**Does the author make clear the results/evidence of this research?**

- Emily Harris

**Please explain your scoring and how the author can improve.**

- Monica Carson

The abstract clearly and concisely describes the research question and results in a well-written and consistent manner; however, the methods of review (i.e., descriptive statistics of articles, and article inclusion criteria) were not included. Additionally, the purpose of writing this review and how will benefit this area of research could be more developed.
# Section Breakdown

<table>
<thead>
<tr>
<th>Item</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>15</td>
</tr>
<tr>
<td>Article Body</td>
<td>50</td>
</tr>
<tr>
<td>References and Citations</td>
<td>10</td>
</tr>
<tr>
<td>Overall Consideration</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
<tr>
<td>Point</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>5</td>
<td>Highly developed; compelling and well written; thorough; consistently formatted</td>
</tr>
<tr>
<td>4</td>
<td>Needs only minor revisions; sufficiently written and developed; rarely vague or confusing; very few inconsistencies</td>
</tr>
<tr>
<td>3</td>
<td>Needs moderate revisions and/or further development, but still mostly clear to reader; occasionally vague, confusing, or inconsistent</td>
</tr>
<tr>
<td>2</td>
<td>Needs some major revisions and/or to be much more developed; raises major questions for reader; often confusing, misleading, or inconsistent</td>
</tr>
<tr>
<td>1</td>
<td>Under-developed; needs sweeping revisions or possible re-write; leaves reader with more questions than answers; confusing, misleading, or inconsistent throughout</td>
</tr>
<tr>
<td>0</td>
<td>Item in question is completely lacking from submission</td>
</tr>
</tbody>
</table>
Section Questions

Abstract
Is the research question clearly articulated?
Is the research approach/method clearly defined?
Does the author make clear the results of the research?

References and Citations
Has the author compiled a relevant and sufficient list of references?
Are the references and citations formatted correctly to the discipline.

Article Body
Does the author clearly state the research question and explain its significance?
Does the author provide sufficient background info; enough to establish his/her position for the reader?
Does the author make clear why the research is needed and/or its potential to its field?
Does the author thoroughly explain the material(s) and method(s) to answer the research questions?
Does the author explain the methodology?
Are the research results explicitly stated and thorough?
Does the author make clear how these results relate to the original research questions?
Does the author convey the implication and impact of these findings?
Does the author relate to other work and/or suggest possible directions for further study?

Overall
Rate the author’s use of: spelling and grammar, clarity of the argument developed, the author’s use of in-text citations.
Does the author convince you that his/her questions and results are significant/was the argument successful?
## Review Recommendation

<table>
<thead>
<tr>
<th>Accept</th>
<th>Accept pending minor revisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everything is perfect (even grammar and spelling)</td>
<td>Some sections need little improvement, and there are some small grammar mistakes that need to be fixed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revise and resubmit (major revisions required)</th>
<th>Reject with possible resubmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Several sections need to be rewritten, and grammar or spelling needs significant improvement</td>
<td>The article does not meet the standards of the Journal, and any necessary revisions cannot be made within the required timeframe. The author may decide to substantially revise or rewrite and consider resubmission in the following quarter.</td>
</tr>
</tbody>
</table>
Notes on Scoring

- The overall score (100) is intended as a guide and therefore there is not a solid score cutoff for a given review recommendation (e.g., Acceptance).
- Reviewers will focus on content; although grammar is a small consideration in the point system, consistent and proper grammar will definitely help.
Online Based Research

- Research may be limited for students due to COVID-19; however, there are still plenty of ways for students to write and publish academic articles in the UGRJ even if they normally perform research on campus:
  - Meta-analysis
  - Using previous data from your lab
  - Graduate Student Assistance
  - Remote work
- In general, make sure to consult your faculty mentor and ask if they have any projects you can work on and write an article for
THANKS!

Questions?

**General Help Contact:**
Ethan Tanchoco: 
etanc001@ucr.edu
Shaiva Patel: 
spate104@ucr.edu

**Technical Help Contact:**
ugr@ucr.edu