

Instructions for Students – *Incite* Journal of Undergraduate Scholarship

Congratulations on working towards a submission to *Incite*! We're excited to see your work and support you through this process. Here's what you need to know:

1. Work Closely with Your Faculty Mentor

Student research submissions may include, but are not limited to:

- Senior seminar research papers/projects
- Original research projects
- Literature reviews
- Research papers done for coursework
- Translations
- Write ups of any other type of research study
- Research proposals
- Research articles
- Original written creative work including:
 - Fiction
 - Poetry
 - Plays

Your faculty mentor is here to guide you throughout the writing process. Here's how they'll help:

- **Initial Drafts:** If applicable, your mentor may guide you in the research or data collection process. They will review your early drafts and provide feedback to help you improve your arguments, structure, and clarity. This may happen in the context of a class you take with them, an independent study, or some other arrangement.
- **Editing Process:** Your mentor will also assist with revisions, ensuring your paper is clear, well-organized, and free of grammatical errors. They may ask you to visit Longwood's [Writing Center](#) for help. See the style guidelines for individual disciplines [here](#). Be sure to include an AI Statement.
- **Signing Off:** Before submitting, your mentor will review the polished version of your paper and "sign off" to confirm it's ready for submission.

2. Submitting Your Paper

Once your paper is polished and ready, you'll upload it to Longwood's [Digital Commons INCITE: The Journal of Undergraduate Scholarship Initial Submission site](#). Along with your submission, please also submit a Cover Sheet. Note that this document requires a signature from your faculty mentor. This signature indicates that they support your submission and believe that it is worthy of publication in *Incite*.

3. Handling Editorial Feedback

After submission, an *Incite* Editorial Board member will review your work and may suggest revisions. We aim to match you with an editor who has relevant expertise, though this isn't always possible. Feedback will come to your Longwood email in January.

Once you receive feedback from the *Incite* Editorial Board, it may feel like a lot! You and your mentor will decide together which revisions are most important and feasible. Your mentor will guide you on how to make meaningful changes while keeping the essence of your original work.

While it's important to consider editorial feedback carefully, you and your mentor will ultimately decide which revisions to implement. Typically, you will have approximately two-four weeks to implement feedback and resubmit.

4. Resubmitting

In most cases, you'll need to submit a revised paper on Digital Commons. Please resubmit the Cover Sheet as well.

Working in consultation with your mentor and the Editorial Board, the *Incite* Editor, Dr. Hannah Dudley-Shotwell, will make a final decision about acceptance to the publication.

5. Recognizing Your Faculty Mentor

Faculty mentors are eligible for a mentoring award, based on feedback from student authors like you and the overall quality of their guidance as observed by the Editorial Board. If your mentor's support has been exceptional, be sure to let us know! Look out for an email asking you to do this.

6. Celebrate Yourself!

There are several awards for students who publish in *Incite*. You are automatically eligible if your submission is published and do not need to do anything to apply.

Students whose work will appear in *Incite* or who have won an *Incite* award will be listed as such in the Spring Student Showcase for Research and Creative Inquiry program. This event takes place in late April. There, you will also receive printed copies of *Incite* to share with your friends and family.

We're thrilled to have you as part of this process. If you have any questions or concerns, don't hesitate to reach out to *Incite* Editor, Dr. Hannah Dudley-Shotwell at shotwellhg@longwood.edu.

Good luck, and we look forward to seeing your submission!