

Author Submission Guidelines

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Contents

- Types of Submissions 1
- Submission Components 1
- Document Formatting 3
- Main Text 3
- In-Text Citations, Figures, and Tables 4
- Ensuring a Blind Review 4
- Review Process 5
- Publishing Process 5

Types of Submissions

1. **Research Articles:** Research Articles describe an empirical study (or series of studies); the work described in Research Articles should already be completed by the time of submission. VVRJ currently does not set limits on research article length; however, overly long manuscripts may be returned to the author(s) for shortening.
2. **Research Reports:** Brief summaries of recent or ongoing research projects. Research Reports should be 250–500 words in length.
3. **Falvey Scholar Projects:** Falvey Scholars are encouraged to submit their projects for publication in VVRJ. These projects may go through a truncated review process; authors may also be asked to make modifications to the length or formatting of the work to match VVRJ’s specifications.

Submission Components

The submission process on the VVRJ site involves three major steps. Required components are marked with an asterisk.

1. Submission information (“Start” page):
 - a. **Section*:** Select the submission type (Research Article, Research Report, Falvey Scholars Project).
 - b. **Submission Requirements*:** Ensure that your submission meets each of the listed requirements and check off all the boxes that apply.
 - c. **Comments for the Editor:** Include any additional information that you feel is necessary for the Editors-in-Chief (EICs) to have; otherwise, leave blank.
 - d. **Data Collection and Storage Agreement*:** Check off if you agree to have your name and email address collected and stored by VVRJ. This agreement only applies to contact information and *not* any other data.
2. File uploads (“Upload Submission” page): A window will pop up prompting you to select the submission component from a dropdown list and upload the relevant file.

You must complete this step individually for every file you wish to upload (e.g., title page, main text). After you upload one file, you will have the option to add other submission components.

Use the following format when naming files: the first four words of the title, underscore, component name; e.g., “Positive Reinforcement in Mice_Title Page.docx.”

- a. Contributor Agreement*: Must be completed and signed by every Author and Mentor on the work. Submissions missing a Contributor Agreement will not be considered for review until a complete Contributor Agreement is added. You can find a blank contributor agreement on the [Author Guidelines page](#) of the journal site.
 - b. Title Page*: Includes the title, names and affiliations of the author(s) and mentor(s), and the date of submission. Also includes funding information and acknowledgements (if applicable). The title page is the only file that includes identifying information (see the “Ensuring a Blind Review” section below for more information). You can find the title page template on the [Author Guidelines page](#) of the journal site.
 - c. Main Text*: Includes the main text, references, and any figures and/or tables. See the “Main Text” section below for more information.
 - d. Figures/Image Files: If your submission includes any figures, include high resolution image files (in .jpeg or .png format) for each figure.
 - e. Supplementary Materials: Additional materials that support the manuscript but are not essential to understanding the main text. Supplementary materials may include (but are not limited to) figures, tables, or stimuli (e.g., photos or videos). Such materials will be linked to the web version of published works but will not be published in print.
 - f. Other: Any other supporting materials that do not fall under the above categories. When possible, please include a brief description of the material in the file itself.
3. Article Metadata (“Enter metadata” page):
- a. Title*: Must match the title on the title page.
 - b. Abstract*: 100–250 words summarizing the research; abstracts for Research Reports can be as short as 50 words. The abstract should cover the research topic, research questions, methods, results, and conclusions.
 - c. List of contributors*: Add each of the authors and mentors using the “Add Contributor” link. Each contributor’s information should match the information listed on the title page. Leave the “Disable Account Edit” box unchecked and the “Include this contributor in browse lists?” box checked. Once you have added all of the authors and mentors, **update the order of the list of contributors to match the order on the title page (authors first, then mentors)**. Use the “Order” link above the contributor list and click “Done” once you have finished reordering the list.
 - d. Discipline*: Include both the broad area of the work (e.g., psychology, physics, history) and the subfield (e.g., developmental psychology, particle physics), separated by a comma.

- e. **Keywords*:** Three to five keywords that describe the specific research (beyond the discipline; e.g., antimicrobial resistance, water quality, sustainability), separated by commas.
- f. **References*:** Name the style guide you are using for your references (e.g., APA, Chicago, MLA, Turabian). Do *not* include your actual reference list here.

Note: Submissions cannot be changed once they are submitted! Please ensure that the submission is both accurate and complete before you click “Finish Submission” on the Confirmation page. If you need to make changes after submitting, please contact the EICs ASAP at veritasjournal@villanova.edu.

Document Formatting

VVRJ requires that all documents submitted for publication in VVRJ be formatted as follows:

- Filetype: Word (.doc or .docx) or PDF
- Margins: 1” on all sides
- Font: Times New Roman, 12 point, double-spaced
- Use italics for emphasis instead of quotation marks, bolding, etc.
- Place all figures and tables within the text at appropriate points, rather than at the end
- When possible, include DOIs or URLs for references.

Main Text

Research Articles and Falvey Scholar Projects should include headings for each major section in the text. Suggested section headings are included below; consult with your mentor about headings appropriate to your discipline and project. **Research Reports should *not* include any headings.**

- **Introduction:** Introduce the reader to the research topic, background (relevant literature), research question(s), hypotheses, and brief overview of the research conducted.
- **Methods:** Describe the materials, procedures, and participants (if applicable). This section should include enough detail that other researchers could replicate your methods.
- **Results:** Describe the analyses and results in detail but save interpretations of the results for the discussion section.
- **Discussion:** Interpret the results; how do they relate to the research question(s) and hypotheses? Describe their significance and broader implications. Discuss any limitations of the work and include any calls for future research.
- **References:** List references in the order they occur in the paper; the reference number should match the number assigned to the in-text citation. When formatting your references, use the style guide used in your field (ask your mentor[s] for guidance if you are unsure of the correct style) and ensure that you include the style name in the “References” field on the Submission Metadata page. The [Purdue OWL site](#) is a great resource for APA, Chicago, and MLA style guides.

Submissions with multiple studies should include introduction, methods, results, and discussion sections for each study (these sections can be brief), with a final “General Discussion” section tying each of the studies together.

In-Text Citations, Figures, and Tables

- g. Use numbers in parentheses for in-text citations, with “(1)” for the first in-text citation, “(2)” for the second, etc. Only assign sources a single number; if you use a source multiple times within the text, use the number that corresponds to the first mention. When citing multiple sources, write numbers as ranges when possible (e.g., “1–3, 6”). See the VVRJ Citations & References Example document (downloadable on the [Author Guidelines page](#) of the journal site) for an example of the proper formatting for in-text citations and references.
- Figures and tables should be placed at appropriate locations within the text. Include each figure or table on its own page. Remember to include the image files for figures as separate uploads in the “Upload Submission” step of the submission process.

Ensuring a Blind Review

VVRJ uses a double-blind review process; this means that the identities of the authors, mentors, and reviewers are kept anonymous throughout the review process. Although the authors’ and mentors’ names are ultimately attached to a submission when it is approved for publication, the names of the reviewers who worked on specific submissions are never released. In order to ensure a blind review, please follow the guidelines below. Submissions that do not follow these guidelines will be delayed in the review process and may be returned to the authors for reformatting before review.

- Authors’ and mentors’ names should be deleted from the text (including in the references, figure captions, and supplementary materials); use “Author” or “Mentor” and year in the references and footnotes instead of the author’s name, article title, etc. For example, references should read “1. Author (2015). Information removed for blind review.”
- File names should not include any identifying information (e.g., author or mentor names). As a reminder, file names should be formatted as follows: the first four words of the title, underscore, component name (e.g., “Major Obstacles to Success_Title Page.docx”).
- Use third person to refer to previous work by the author(s) and/or mentor(s). For example, instead of writing “previous work in our lab has demonstrated...” write “previous work has demonstrated...”
- Ensure that any comments or track changes are resolved or removed from documents.
- **For Microsoft Office documents:** Author identification (i.e., the name of the person who created the Word doc) should be removed from the file properties. In Word 365, first create a copy of the document you wish to upload. On this copy, you can remove author information by navigating to File > Info > Check for Issues > Inspect Document. In the Document Inspector box, select Document Properties and Personal Information (and uncheck all the other boxes) and click Inspect. Review the results of the inspection and click Remove All to remove the author identification information. For instructions on how to do this in Word 2007, click [here](#).

- **For PDFs:** Remove author identification (i.e., the name of the person who created the PDF file) in Adobe Acrobat by navigating to File > Properties and erasing the information in the Author field under the Description tab.

Review Process

Submissions to VVRJ undergo several rounds of review before publication, including: (1) pre-review and plagiarism screening by the Editors-in-Chief, (2) full review by undergraduate researchers in the field, and (3) full review by faculty members in the field. Authors may be asked to revise their manuscript and resubmit for a second round of student researcher review (4). Authors and mentors will be notified of their submission status at each stage in the review process.

Publishing Process

Submissions that are accepted for publication move on to the publishing process:

1. **Copyediting:** A Copy Editor checks for and makes suggestions to correct errors in consistency, continuity, grammar, punctuation, spelling, and syntax. The copyedited manuscript is sent to the author(s) for review; the author(s) revise the manuscript and send it to the EICs.
2. **Proofing:** A Publishing Editor creates a mockup (or *proof*) of how the manuscript will look in the journal issue and sends it to the author(s) for review. The author(s) carefully inspect the proof and send the EICs a list of requested changes. The Publishing Editor makes the requested changes to the manuscript and adds it to the issue layout, which will ultimately be published in print and online.