

Preparing a Journal Manuscript

Dr. Marjorie R. Hancock
Director of Graduate Studies
Professor of Elementary Education
mrhanc@ksu.edu

- Select a journal from your professional area of expertise.
- Locate possible upcoming themed issue topics to align with your topic.
- Read several articles from the selected journal to perceive writing audience, voice, style, headings, visual representations, references, and other journal characteristics.
- Follow the submission guidelines (either in the journal or at an online website)
- Prepare your manuscript.
 - Create an outline with heading/subheadings and a planned framework
 - Collect your professional resources for citations and quotes
 - Write an enticing first paragraph to capture the reader
 - Write to the targeted audience of the journal
 - Edit your own writing again and again for clarity, organization, word choice, tone, style, and sentence flow.
 - Check all citations for accuracy and incorporate APA (or other) style into the references.
 - Choose a title that reflects the style and essence of the journal.
- Share your manuscript with your major professor or a mentor or a colleague to assist in reviewing it and providing suggestions for improvement.
- Incorporate suggestions, and revise one final time.
- Submit appropriate number of copies (or electronic file) to the journal editor.
Allow 12 weeks for most journal decisions as 3-4 experts review your manuscript.
- If you receive a *rejection*, read and digest the reviewer suggestions. They typically are "and help improve the manuscript for the next submission to a new journal.
- If you receive a *conditional acceptance*, think and rethink the suggestions. You are the decision maker on what to change and how to change it. But changes are necessary for full acceptance.
- If you receive an *acceptance*, celebrate and realize you have a strong future in scholarly publishing ahead of you.