

Basic Guidelines

- 1) Write an academic paper that makes an original argument and contributes to an ongoing scholarly conversation. One good opportunity is to do so in a research class where you can write multiple drafts and receive feedback from your professor and your peers.
- 2) Ensure your argument is original by reading as much as you can on your topic and by having a professor who specializes in your topic give you feedback. You may even seek the assistance of specialists outside of APU.
- 3) Look for an appropriate journal in which to place your article. Start with journals cited in your essay. Read a few articles from recent volumes to get a sense of what each journal publishes. Be aware that journals are categorized by prestige, so submitting to a top tier journal means you will compete with experienced scholars. Also, many journals do not allow simultaneous submissions to multiple journals so be deliberate about where you submit your essay.
- 4) Once you decide on a journal(s), revise and format your paper according to the journal's specifications, usually listed on their website. This includes following the correct citation guide. Determine to whom to send your article, whether to submit in hard copy or electronic copy, in Word or as a PDF.
- 5) Write a brief and direct cover letter or cover email to the editor of the journal(s) and include your full contact information. Use a professional email address. If you are soon to graduate, use a non-APU professional email address and a permanent home address.
- 6) Submit your article.
- 7) Be patient. In time, the journal will usually give you one of four responses: 1) Accepted; 2) Accepted with Revisions; 3) Revise and Resubmit; 4) Decline to Publish. Once your article is accepted you may write it on your CV (Curriculum Vitae) as forthcoming, though be aware that due to the journal's backlog the article may not appear for a year or two.
- 8) If the journal declines, do not be discouraged. Find an alternate journal and repeat the process. Once your article is accepted, revise according to the feedback the journal provides.
- 9) If the journal suggests conducting additional research, consider seeking funding to support your research. You may wish to speak to the professor in whose course you wrote the original essay. Also, consult the list of undergraduate research funding opportunities available on the APU Undergraduate Research website: www.apu.edu/researchandgrants/undergraduate/
- 10) Report your accepted publication to the Director of Undergraduate Research, Dr. Verónica A. Gutiérrez (vgutierrez@apu.edu), to be recognized on the website and to become eligible for the APU Undergraduate Research Scholar of the Year Award.



ADDITIONAL RESOURCES

Undergraduate Journals

www.cur.org/resources/students/undergraduate_journals/

Undergraduate Publishing Websites:

writingcommons.org/open-text/writing-processes/publish/1019-undergraduate-publishing-websites

How to Publish Your Article

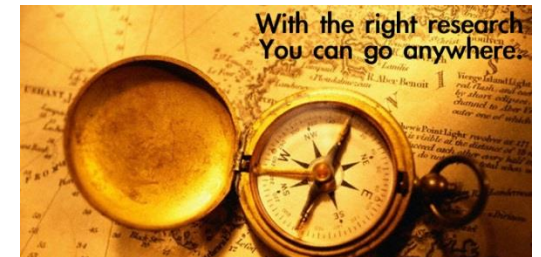
www.philnel.com/2011/01/12/how-to-publish-article/

Publishing Your First Academic Article:

www.hastac.org/blogs/teperkins/2014/01/27/publishing-your-first-academic-article



How to Publish an Academic Article in the Humanities



**For more information,
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