SURJ at Clark | The Scholarly Undergraduate Research Journal

Submitting an Article

The Scholarly Undergraduate Research Journal (SURJ) at Clark maintains a high standard of peer-reviewed, original undergraduate research writing, submitted by students in all disciplines except foreign languages. All submissions undergo rigorous double-blinded peer and faculty review, with peer reviewers including undergraduate and graduate students. SURJ also aims to expose undergraduate students to the submission and peer review process of research. Authors should present their findings in a way that is accessible to a diverse audience. SURJ is open to any student who completed their research and writing while an undergraduate student at Clark; alumni who have graduated within two years are welcome to submit to the journal. SURJ articles include full text manuscripts that discuss raw data, sometimes including, tables, images, figures and graphs, as well as communications that do not include raw data.

SURJ uses Digital Commons for submission. If you'd like to submit an article, this guide will walk you through the process of doing so. This guide covers everything from signing up for Digital Commons to finally submitting an article, with screenshots along the way.

PREPARATION
Make sure that you have reviewed the Submission Guidelines, which will provide you with information concerning abstracts, article formatting, citations, and more. Make sure that you also have filled out an Author Agreement, which shows that you understand what happens when you actually submit to SURJ. **Both of these are required reading; your submission must follow the Submission Guidelines and the Author Agreement must be filled out to be considered.**

CREATING AN ACCOUNT
To submit to SURJ, you must first create an account for Digital Commons. The Sign-Up page can be found here. Just fill it out and press "Sign Up." Please your Clark email address when signing up, and choose "Clark University" as your institutional affiliation.

BEGINNING THE SUBMISSION PROCESS
After signing up for Digital Commons, you can then begin the submission process. On SURJ's Digital Commons page, you can find a link to submit an article on the right (or, click here). If you haven't yet, you will have to sign in.

Once you sign in, you'll see a page like the one on the right. After you've finished reading it through, press "Continue" to continue the submission process.

Scholarly Undergraduate Research Journal at Clark

Follow the instructions below to submit an article to the Scholarly Undergraduate Research Journal

The submission process consists of the following steps:

1. Read and accept the Author Agreement. This requires the signatures of you and the faculty mentor
2. Provide information about yourself
3. Provide information about other authors, if applicable
4. Upload your article and other items, if applicable

Before you begin, please be sure you have the following items:
- **A 150 to 200 word abstract** (separate from the article body)
- **Keywords** for your article (optional)
- **Article in one of the following formats: Microsoft Word, PDF or RTF.**
- **Signed and completed Author Agreement**

Articles should be submitted without a title page, abstract, or page numbers. These will be provided by the system. No part of the submission is final until all required documents have been uploaded, including the signed Author Agreement and, if applicable, a copy of IRB approval. You will receive an automated email confirming your submission when you click the final **Submit** button. You may revise any of these elements later by clicking the submitted article's title on your **My Account** page on Digital Commons.

[Continue]

ACCEPTING THE SUBMISSION AGREEMENT
You'll then run into the Submission Agreement page. This page makes sure that you understand the policies surrounding submitting an article on SURJ. Read it, and then press "accept" to move on.

CONTACT INFORMATION
Next up, you'll see a page asking you to review and update your contact information. If you just made an account, most of these fields will be blank. SURJ only requires your first name, last name, and "Clark University" as your institutional affiliation; fill out the other fields as you desire. Once you are satisfied, press the "continue" button.

ADDING AUTHORS

On the next page, you can begin to add authors. By default, only your name and email address are included. If you have multiple authors working on your article, you can add them here. Type in the email address they use for Digital Commons (usually their Clark Address), and press "Add author." If they have ad Digital Commons account, they'll be added automatically, otherwise, you'll see this page:

Fill in their first and last names, and set their institution to "Clark University." When you are ready, press "Add to list of authors." **Note that this does not create them a Digital Commons account**.

Once you've added all of your authors, you can rearrange their order. Selecting the dropdown menu for each author provides you with options to place them somewhere else. You can also delete an author if you accidentally added one by pressing "Delete." If you press "Edit", you'll see a page like the previous picture, and you can edit each author's information. **Note that this is specific to each article; you will not be changing their account information.** Once you are finished adding your article's authors, press "Continue" to move on.

SUBMISSION INFORMATION
On this page, you'll provide more information about your submission. Fill it out as much as you can. Keep in mind the Submission Guidelines as you fill out this form.

The most important parts of this form are the last two sections, where you'll upload your actual article and pledge that you've read the Author Agreement. Again, make sure that you've read both of these, that your article follows the Submission Guidelines, and that you have a signed and scanned copy of your Author Agreement. **Please make sure your uploaded article is NOT a PDF. Instead, ensure that it is a Microsoft Word Document (DOC or DOCX), or an RTF file.**

Once you are finished filling out this form, press "Submit" to submit your article. There is one more step to the submission process, though.
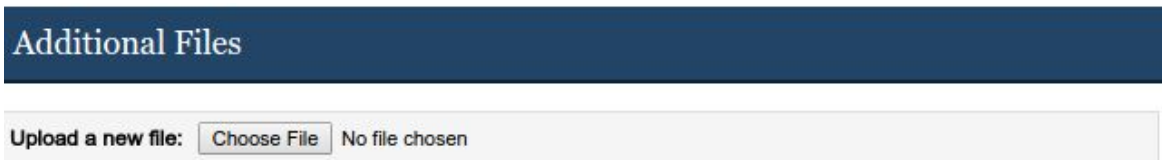
UPLOADING YOUR AUTHOR AGREEMENT
SURJ requires a signed Author Agreement to be uploaded for your submission to be considered for publication. To do so, first navigate to your "My Account" page. The button is in the top right-hand side of the page.
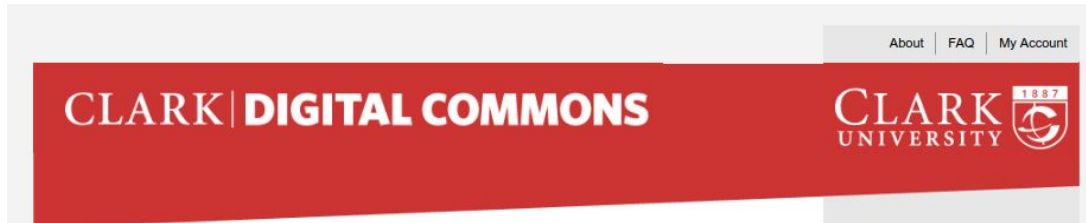

Once at your "My Account" page, look for the following box containing your submissions to SURJ:

Click on the title of the submission you're uploading an Author Agreement for. Once you do so, you'll see a page containing information about your article. Scroll down to the bottom of the page, to the "Additional Files" section:

Press the "Choose File" button and select your signed Author Agreement PDF. Your Author Agreement will be uploaded to Digital Commons. Your page will refresh, and your "Additional Files" section will look like this:
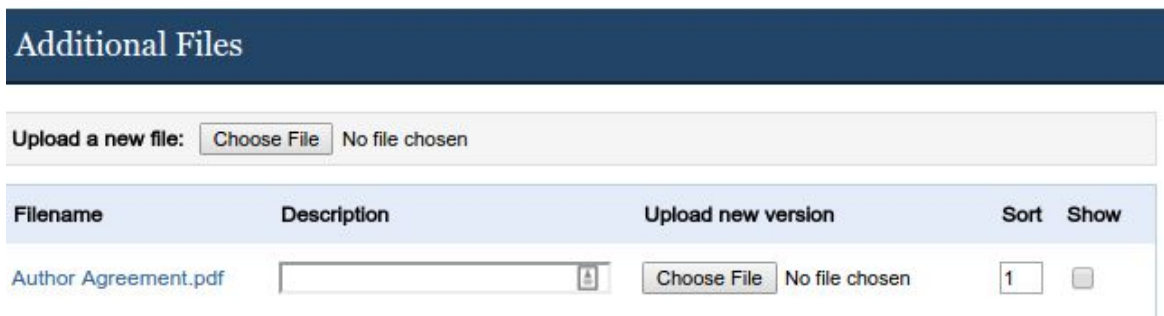
Enter "Author Agreement" as your description and **make sure the "Show" checkbox is unchecked**. This is to ensure that SURJ's peer reviewers cannot identify you, preserving the double-blind review process. Once you finish doing so, press the "Save" button.

Congratulations! You have now successfully submitted to SURJ. Your article will now be peer reviewed and considered for publication. If you wish you edit your article, navigate back to this page and click on the "Revise Submission" link on the left.

SURJ CONTACT INFORMATION
If you have any questions about the submission process, emails should be directed to to the Editorial Board at SURJ@clarku.edu.