

Check List:

*Applies only to Undergraduate and Graduate Students.

Faculty and Staff only need to sign author agreement form, ensure all forms are signed by the IRB if necessary, and send electronic copy of paper to the Academic Journal email account. All faculty and staff papers will be reviewed by Dr. Rowe to be approved for publication in the Academic Journal.

- *Paper has been nominated by a Gordon College professor.
- Completion of the necessary form with the Institutional Research Board (IRB) for submitting a paper for publication.
 - This form is only needed if the paper is concerned with research conducted with human subjects
 - Please attach the form to the email for verification.
- *Professor signs and submits “Nomination Form” to the Academic Journal.
- Sign and submits “Author’s Agreement Form”
 - Both this form and the “Nomination Form” should be sent to the current Editor-in-Chief through intercampus mail
- Sends electronic copy of paper to academicjournal@gordon.edu

General Guidelines:

1. Paper is to be 5 – 30 pages, double spaced, 12-point font.
2. Please include a title page with the following information:
 - Author’s name
 - Informative Title
 - Nominating Professor’s Name
 - Course Title and Department
 - Abstract (approx. a paragraph, concisely outlining the research)
3. The inclusion of any relevant graphs, illustrations, etc. that are applicable to the submission is permitted.
4. Pages should be numbered starting on the second page.
5. Please make sure your name appears ONLY on the title page of the paper. This will assist in the blind selection process.
6. A signed copy of the “Author’s Agreement Form”, “Nomination Form”, and one electronic copy are necessary for consideration.

Submission and Editing Process:

1. Authors should ensure that they have the highest quality submission possible by first consulting peers, the Writing Center, and faculty to review and comment on the submission before it is sent to the Academic Journal. Submissions are expected to be publish-ready. The Academic Journal Editorial Staff may deem that a submission is not ready for evaluation. After the necessary alterations are made, the submission may be reconsidered for publication.
 2. Adherence to Gordon’s commitment to academic integrity is necessary for submitters. Deviation from the prescribed guidelines or use of offensive language or plagiarism will make a submission ineligible.
 3. All papers submitted to the Academic Journal must be reviewed by the Gordon College Institutional Research Board Committee (IRB) if the research engages human subjects.
 4. Submitted papers should have all works cited appropriately (MLA, APA, and Chicago are all accepted).
 5. A maximum of two submissions per student will be considered by the editing committee for each issue of the Journal, and only one submission per student will be accepted for inclusion.
 6. The editing process will be name-blind, and the Academic Journal Advisor, Dr. Nicholas Rowe will advise the editorial team during this process.
 7. Particular queries concerning the editing process can be addressed to the Academic Journal staff at academicjournal@gordon.edu
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Author(s) Agreement Form:

Princemere: The Gordon College Academic Journal

Author(s) _____

Paper Title _____

Faculty Sponsor _____

Department (and Class) _____

The following agreement must be signed and returned to the *Princemere Academic Journal* via email before a manuscript can be accepted for publication. **If there are two authors, each author must sign a separate form.**

1. In consideration of publication in *Princemere: The Gordon College Academic Journal* of the

above paper (title and author(s) above), *Princemere: The Gordon College Academic Journal* may, without cost, publish, reproduce, distribute, create derivative works from and otherwise use the work in any form or medium, whether now known or hereafter developed for the entire duration of any such right.

2. The Author warrants and represents that all the facts contained in the work are true and accurate, and that the work is original and does not infringe upon any copyright, proprietary, or personal right of any third party. If the work contains any material that is owned or controlled by a third party (for instance, images used in the article), the Author warrants and represents that he/she has obtained permission for its use and that the material is clearly acknowledged within the text.

§ **Note:** Please be aware that many journals require exclusive rights to research that they publish. If you plan to publish research submitted to *Princemere: The Gordon College Academic Journal* in another journal at a later date, it is important that you are conscious of the other journal's policy regarding exclusivity of rights.

3. Ownership of the copyright shall remain with the Author(s).

4. The Author(s) agrees to acknowledge at the end of the work any help received from faculty, graduate students, or others in the course of the research and paper writing process.

5. The Author(s) agrees to cooperate with editors in the editing process by promptly responding to e-mails and other means of contact from the editors and making a sincere and significant effort to continue improving the paper and to make it suitable for publication in *Princemere: The Gordon College Academic Journal*.

This agreement may not be revoked without the express written consent of both parties. By signing this agreement, the author(s) agrees to the terms specified above and vouches for the authenticity and originality of all research submitted in their paper.

Signature _____ Date _____