

Instructions for Faculty Mentors – *Incite* Journal of Undergraduate Scholarship

Thank you for agreeing to mentor a student as they prepare their submission for *Incite*, our undergraduate journal. Your guidance is crucial in helping students navigate the academic writing and editing process, ensuring that their work meets the standards of scholarly publication.

You may also wish to review the Instructions for Students document.

1. Mentorship and Guidance: As a faculty mentor, your primary role is to guide your student through the entire research (if applicable), writing, and editing processes. This includes:

- **Initial Drafts:** Providing feedback on early drafts to help the student refine their arguments, structure, and clarity.
- **Editing Process:** Assisting with revisions, ensuring that the paper is well-organized, clear, and free of grammatical errors. Be sure the student includes an AI Statement. (See below.)
- **Polished Version:** Reviewing and "signing off" on the final, polished version of the paper before it is submitted to *Incite* via Digital Commons.

2. Submission Process: Once the polished paper is ready, your student will upload it to Digital Commons. After submission, a member of the *Incite* Editorial Board will provide further suggestions for revisions. We strive to match students with a board member who has relevant subject matter expertise, though this is not always a perfect match. In cases where no suitable board member is available, we may ask volunteers from other parts of the university to review the paper.

3. Handling Editorial Feedback: Students may receive a range of feedback from the *Incite* Editorial Board, sometimes more than they can realistically incorporate. As the faculty mentor, your role is to help the student prioritize which suggestions to address. Use your discretion and knowledge of the student's abilities to guide them in making meaningful revisions while maintaining the integrity and intent of their original work. You may also wish to help your students understand the differences between publishing in *Incite* versus publishing in an academic journal in your field.

Ultimately, the decision on which revisions to implement is up to you and the student. The final decision on whether to include the submission in *Incite* rests with the Editor.

4. Award Eligibility: Faculty mentors whose students submit to *Incite* are eligible for a mentoring award. This award is based on feedback from the student author and the overall quality of the mentorship experience as observed by the Editorial Board. The board will ultimately choose the award recipient.

Your mentorship is vital to the success of our students and the quality of *Incite*. We deeply appreciate your time, expertise, and dedication to guiding the next generation of scholars. If you have any questions or need further assistance, please do not hesitate to reach out to *Incite* Editor, Dr. Hannah Dudley-Shotwell - shotwellhg@longwood.edu.

AI Statement:

*I provide this statement as an example for faculty mentors who may need to ask their students to provide something similar, depending on the parameters they set for their student regarding the use of AI in their submission. See the **Incite AI Policy**.*

In developing the guidelines for faculty mentors of students submitting papers to *Incite*, I utilized OpenAI's ChatGPT to assist with drafting the content. Specifically, I provided the AI with a detailed outline of the requirements and expectations for the mentors, including the mentoring process, submission procedures, and award eligibility.

ChatGPT was used to generate a draft of the guidelines based on the information I supplied. I then reviewed and refined the draft to ensure it accurately reflected the needs of the *Incite* journal and provided clear instructions for the faculty mentors.

No additional AI tools were used in this process, and the final content was thoroughly reviewed and approved by me.
