

Instructions for Students – *Incite* Journal of Undergraduate Scholarship

Congratulations on working towards a submission to *Incite*! We're excited to see your work and support you through this process. Here's what you need to know:

Student research submissions may include, but are not limited to:

- Senior seminar research papers/projects
- Original research projects
- Literature reviews
- Research papers done for coursework
- Translations
- Write ups of any other type of research study
- Research proposals
- Research articles

If you would like to publish original written, creative work (fiction, poetry, plays, etc.), we encourage you to explore submitting to Longwood's undergraduate-run literary magazine, [*Common Place*](#).

Work Closely with Your Faculty Mentor

Your faculty mentor is here to guide you throughout the writing process. Here's how they'll help:

- If applicable, your mentor may guide you in the research or data collection process. They will review your early drafts and provide feedback to help you improve your arguments, structure, and clarity. This may happen in the context of a class you take with them, an independent study, or some other arrangement.
- Your mentor will give you instructions about the acceptable uses of AI for your paper.
- Your mentor will also assist with revisions, ensuring your paper is clear, well-organized, and free of grammatical errors before you submit to Digital Commons. They may ask you to visit Longwood's [Writing Center](#) for help. See the *Incite* Style Guide for more details on formatting, citations, etc.
- Before you submit to Digital Commons (the first time), your mentor will review the polished version of your paper and "sign off" to confirm it's ready for submission.
- When you receive editorial feedback, your mentor will help you understand and implement it.

- Before you submit to Digital Commons (the second time), your mentor will review the polished version of your paper and “sign off” to confirm it’s ready for re-submission.

Submitting Your Paper

Once your paper is polished and ready, please save it as a Word file and upload it to Longwood's Digital Commons on the [INCITE: The Journal of Undergraduate Scholarship Initial Submission site](#).

Along with your submission, please also submit a Cover Sheet. Note that this document requires a signature from your faculty mentor. This signature indicates that they support your submission and believe that it is worthy of publication in *Incite*.

Handling Editorial Feedback

After submission, an *Incite* Editorial Board member will review your work and may suggest revisions. We aim to match you with an editor who has relevant expertise, though this isn’t always possible. A notification that you have received editorial feedback in Digital Commons will arrive via your Longwood email in January. You will need to log back in to Digital Commons to locate the editorial notes. You may find a marked-up copy of your submission or simply a list of suggested revisions.

Once you receive feedback from the *Incite* Editorial Board, it may feel like a lot! You and your mentor will decide together which revisions are most important and feasible. Your mentor will guide you on how to make meaningful changes while keeping the essence of your original work.

While it’s important to consider editorial feedback carefully, you and your mentor will ultimately decide which revisions to implement. Typically, you will have approximately two to four weeks to implement feedback and resubmit on Digital Commons. Final resubmissions are due in mid-February.

Resubmitting

In most cases, you’ll need to submit a revised paper **as a Word file** on Digital Commons. Please resubmit the Cover Sheet as well.

Working in consultation with your mentor and the Editorial Board, the *Incite* Editor, Dr. Hannah Dudley-Shotwell, will make a final decision about acceptance to the publication.

Don’t forget that your mentor must review the polished version of your paper and “sign off” to confirm it’s ready for re-submission (i.e., that you have completed the necessary revisions).

Recognizing Your Faculty Mentor

Faculty mentors are eligible for a mentoring award, based on feedback from student authors like you and the overall quality of their guidance as observed by the Editorial Board. If your mentor's support has been exceptional, be sure to let us know! Look out for an email asking you to do this.

Celebrate Your Work

There are several awards for students who publish in *Incite*. You are automatically eligible if your submission is published and do not need to do anything to apply.

Students whose work will appear in *Incite* or who have won an *Incite* award will be listed as such in the Spring Student Showcase for Research and Creative Inquiry program. This event takes place in late April. There, you will also receive printed copies of *Incite* to share with your friends and family.

We're thrilled to have you as part of this process. If you have any questions or concerns, don't hesitate to reach out to *Incite* Editor, Dr. Hannah Dudley-Shotwell at shotwellhg@longwood.edu.

Good luck, and we look forward to seeing your submission!