

Checklist to Publishing in the Made in Millersville Journal

What is in it for you?

Each author's project will be published in a digital format. The *Made in Millersville Journal* will be available online for students, faculty and the public to view. At the end, you will receive a link to your digitally published article so you can view your finalized and published project. Undergraduate and graduate publication opportunities can be somewhat of a rarity. By taking full advantage of this chance, authors can boost their appeal to the job market or potential graduate schools. Working with the Journal team offers authors the unique, valuable experience of working in close collaboration with editors who provide personalized assistance, creating a working environment that mirrors publication processes beyond the undergraduate level.

If you are interested in publishing with the *Made in Millersville Journal*, follow the three simple steps outlined in this packet.

○ **Step 1: Writing your biography** –

Every project will be accompanied by a biography about the author. The biography should be 100-250 words in length. Please include basic background information like your class level in school and majors. If you are working in a group, each member should have their own biography. **Your biography should be sent on a separate document from your article.** Writers, you may use these questions as a guide:

- What drove you to begin this project?
- Were you passionate about a particular aspect of it?
- What did you set out to achieve by participating?
- Did you meet your goals?
- What are your intentions for the future?
- Will you use the skills and content that you have acquired while completing this project on other subsequent endeavors?

○ **Step 2: Selecting your photograph** –

A picture of the writer will accompany each biography. As the final work will be published online, the picture should be professional, such as business casual dress, and only include the author in the frame. Writers are encouraged to submit a 250 x 250 photograph. If you are working in a group, each member should have their own photograph. **Your photograph should be sent on a separate file from your article.**

○ **Step 3: Writing your article** –

You can choose to write an academic article or a creative commentary. Academic articles are written for research-based project, while creative commentaries are written for visual, performance and other creative presentations. Decide on which type of article is right for you and make sure your writing meets these requirements:

<p>mic articles:</p> <ul style="list-style-type: none"> ✓ Should be 2-3 pages long (excluding reference) and double-spaced. ✓ Should be Times New Roman, size 12 font and 1-inch margins. ✓ Should include an abstract*, introduction, body, conclusion and references. ✓ Should include lab findings and data, methods used, and results and findings if applicable. ✓ Can be written to focus on results or the process itself. ✓ Should include references and in-text citations in APA style. 	<p>ve commentaries:</p> <ul style="list-style-type: none"> ✓ Should be 1-2 pages long and double-spaced. ✓ Should be Times New Roman, size 12 font and 1-inch margins. ✓ Should include a title, abstract*, introduction, body, conclusion and references (if necessary). ✓ Should include pictures of the artwork or other creative pieces that are the subject of the article (if possible). ✓ Can be written about the piece or the process to produce the piece.
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*An abstract is a summary of the project. The purpose of the abstract is to inform and give your readers a general overview, so they can decide if the article is relevant to them or not. Abstracts should be 300-500 words and placed at the beginning of your article.

Here is a timeline of the upcoming deadlines:

- Submission of biography and professional photograph – March 27
- Submission of first draft – March 27
- Submission of second draft – April 5
- Approval of final draft – April 10

When you have completed each step, please email your biography, photograph and first draft to madeinmujournal@millersville.edu. If you are working in a group, one member can send over all of the materials to our email.

If you want your article to be published by April 16, the date of the 2019 Made in Millersville Conference, **your first draft must be submitted by March 27**. However, the earlier you send your first draft, the better.

After you have submitted your first draft, your editor will have it back to you within a week of when it was received. **It is expected that you will adhere to the strict deadlines listed above.** If you are unable to meet any of the deadlines, please reach out to us via email and we will work with you to come up with a different solution.

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