

How to Submit an Article to the Journal of Undergraduate Research

- 1) From the journal's homepage (<http://cornerstone.lib.mnsu.edu/jur/>), click on **Submit Article** in the sidebar and log in with an email address and password. If you do not have an account with Cornerstone, you will need to create one. If you have more than one author, you do not need to submit multiple applications. You only need to submit one application.
- 2) Submission Instructions appear on the first screen. This includes Information required for submission and other important guidelines. Click **Continue** after reading.
- 3) The **Submission Agreement** appears next. Read and click **Accept** to continue.
- 4) The person submitting the article confirms their contact information. You will have an opportunity to enter co-authors on the next screen. Click **Continue** to move on.
- 5) On the next screen, if applicable, enter co-authors as follows:
 - a. Enter co-author's email address, and click **Add author**.
 - b. Next, enter the co-author's name and affiliation. Click **Add to list of authors**. Repeat these steps for each co-author.
 - c. A drop-down menu next to each author's name allows submitters to re-order the authors.
 - d. Delete authors by clicking the Delete button next to the name.
 - e. To edit an author's name or affiliation, click the Edit button next to the name.
- 6) If names and affiliations are entered exactly as they should appear on the published manuscript, click **Continue**.
- 7) Next, complete the submission form. The submission form will have fields that ask for information such as a short biography of the author(s), your department (major), the name and email of your mentor, and so forth. If a field appears in **RED**, this field is required and you cannot leave it blank. Press **Submit** when you are finished entering the information.
- 8) You will now see an on-screen message, confirming that the submission is complete. You can preview the submission, make corrections, and upload associated files or supplementary files.
- 9) When finished, click **Log out**. Your submission is now complete.
- 10) The editorial process will now begin. The editors will send your article to two reviewers and your faculty mentor for approval. The editors will inform you of their decision and whether or not any corrections need to be made.
- 11) After you receive reviewer comments, you will have time to make revisions. Final version of your paper will be due prior to the start of Fall semester.