Journal of the Advanced Undergraduate Physics Laboratory Investigation (JAUPLI) Instructions

A goal of this lab is to develop your professional communication skills by writing authentic scientific journal-style articles, submitting them for peer review (to the Journal of the Advanced Undergraduate Physics Laboratory Investigation, or JAUPLI), and revising them and by peer reviewing other students' papers. The JAUPLI community consists of students in upper level physics laboratories (i.e. labs beyond the introductory labs) and their instructors. The students are the authors and peer reviewers, and the instructors are the editors who facilitate the submission and review process. Your audience is your peers. You should write for other physics students, not your instructor. The reviewers will be students at other institutions who may not be familiar with the experiment you are conducting so clear, complete, concise writing is essential.

Logging on

The JAUPLI homepage can be found at: opus.ipfw.edu/jaupli/

Go to “My Account” to log in:

The first time you log on, you will need to will need to register and set up password. After that, you can just log on with your e-mail and password.

Preparing your document

When you are writing a journal article, it is a good practice to identify a journal that you would like to submit to early in the process. (In this class, it will be JAUPLI.) When selecting a journal in practice, you should look at the editorial policies, topics of interest, and the journal audience and mission to ensure that your paper has a
chance of being accepted by the journal. For JAUPLI, you can go to the “Policies” link on the left sidebar to access this information.

Once you have selected a journal, you will want to become very familiar with the submission process, manuscript preparation guidelines, and the editorial procedures. Follow the manuscript style guidelines carefully when preparing your paper. Not following the preparation and submission guidelines can be cause for (a very quick) rejection of your manuscript. The Policies page for JAUPLI has formatting requirements and a link to “Manuscript Preparation Guidelines.” Even though, technically, there are few restrictions on the formatting of the initial submission of your paper to JAUPLI, it is highly recommended that you follow the Manuscript Preparation Guidelines as closely as possible so that you do not have to do major reformatting if your paper gets accepted for publication.

The Manuscript Guidelines for JAUPLI give considerable latitude in terms of things like citation style. In terms of the actual paper organization, citation style, and other elements not covered by the JAUPLI Manuscript Preparation Guideline, you should follow the American Journal of Physics Guidelines which can be found at [http://ajp.dickinson.edu/Contributors/manFormat.html](http://ajp.dickinson.edu/Contributors/manFormat.html). For example, regarding paper organization, the AJP Guidelines state:

*The main elements of an AJP paper are as follows, in this order:*

- Title
- Authors and affiliations
- Abstract (optional for the Notes and Discussions section)
- Introductory section
- Main body, divided into sections and subsections as appropriate
- Concluding section (optional)
- Appendices, if necessary
- Acknowledgments
- Endnotes

*Most papers also contain figures and/or tables (with captions), which “float” outside the sequential order of the main text so they can be placed at the top or bottom of a final printed page. In your initially submitted manuscript, place each figure or table near where it is first referenced, without assuming that it will stay in that exact location when the paper is published.*

Each of these elements is described in detail on the AJP Manuscript Format Policies page (url above). Again, reading and following submission guidelines is a really important skill so going through the JAUPLI and AJP guidelines is good practice.

Before submitting, be sure to **proofread** your work carefully. Having a colleague read over your paper is also advisable. As the experimenter/author, what you have written may be clear to you, but it may not be so clear to others.
Submitting your document

When you are ready to submit, you can do so through the Submit Article link on the left side of the main JAUPLI home page or the My Accounts page. You need to have:

- Article Title
- An abstract (separate from the article body)
- Keywords for your article (optional)
- Subject Area (optional)
- Article in one of the following formats: PDF, Microsoft Word, or RTF.
  - If you create your own PDF file, please embed all fonts and use Adobe's PDF Distiller instead of PDF Writer to ensure that others can view the article exactly as you intended it to be. Please see our tips for making your own PDF file.

You must submit your article without a title page, abstract, or page numbers. These will be provided by the system. This is especially important so that you do not include any identifying information about the authors, as the article you submit will be sent to reviewers.

The submission process contains four steps:

- Read and accept the Article Submission Agreement
  - You can familiarize yourself with the authorship/submission policies you will be agreeing to under the Policy link.
- Provide information about yourself
- Provide information about any authors
- Upload your article and related items

You will get an e-mail confirming your submission shortly after submitting.

Getting the results of your review

JAUPLI asks reviewers to be prompt with their reviews, and you will, ideally, learn the results of the review within about two weeks via e-mail. The possible decisions are:

- Accept submission – This is very rare on the first attempt!
- Accept submission with minor revisions
  - This means you have a very solid paper and only minor edits are needed for acceptance. These should be spelled out in the reviews and decision e-mail. You are highly encouraged to revise and resubmit your paper, ensuring that you have followed the JAUPLI formatting guidelines. If you make all of the necessary corrections, it will likely get accepted upon resubmission.
• Major revisions required for acceptance
  o This could mean that there are some significant flaws or omissions in the paper and/or the paper (or significant parts of the paper) is unclear/confusing. You are encouraged to revise and resubmit, but it may take a couple of iterations before the manuscript becomes publishable.
• Reject submission
  o This means that the paper has major problems and would need a complete overhaul in order to be considered. Rejected papers cannot be resubmitted. If you wanted to submit a paper on this topic, you would have to do a rewrite and start the submission process from scratch.

Do not be discouraged if you do not get your paper accepted on the first submission. Getting a paper accepted without any revision almost never happens in real life. Revision and resubmission is a typical part of the publication process. It often takes several iterations of revision and resubmission before a paper actually gets published.

**Being a peer reviewer**

In addition to preparing and submitting a paper, part of the JAUPLI experience is serving as a reviewer yourself. Since each paper gets reviewed by two students, you will typically be asked to review two papers during the semester. Unfortunately, some students do not follow through on reviews, and those reviews have to get reassigned to other students. So there is a chance that you could be asked to do three reviews in a semester.

During the semester, you need to check your e-mail regularly since the request to review a paper can come at any time. When you receive that e-mail, you should respond to the editor agreeing to complete the review in the requested time period (usually 5 days). If for some reason, you know that you cannot get the review done in that amount of time, you can ask the editor upfront for a short (couple of days) extension. This should happen very rarely. If you take too long to get back to an editor or do not complete your review in a reasonable amount of time, the editor can reassign the review to another student and contact your instructor. **It is very important to provide timely feedback to your peers. This is what is expected when you review for any journal.**

The e-mail requesting the review will have a link to the paper you are to review. Use the rubric provided to assess the manuscript. It is also useful to write a list of comments as you go along to give the author detailed feedback. Being a peer reviewer is an important responsibility, and you are expected to do your due diligence when reviewing a paper. If something does not sound right, dig deeper and make sure the facts are correct, there is no plagiarism, etc. The reviewers advise
the editor about a paper's worthiness for publication. You should be looking at things like the quality of the content (e.g. correctness of the science, quality of the analysis, understandability of plots and tables, etc), the quality of the writing, the clarity of figures and tables, the completeness and conciseness of the narrative, and the formatting (equations, citations, etc).

Please do a thorough and critical review of the paper. If you make inappropriate comments in your review or the review is incomplete or very poorly done, the editor will contact you and your instructor, requesting a re-review or pulling your review altogether. Attacks on the author (e.g. “You’re a terrible writer.”) or nebulous, mean, unconstructive comments about the paper (e.g. “This paper sucks!”) are inappropriate. The best reviews give the author constructive and specific feedback to improve the paper. You should worry most about the content of the paper and the understandability of the narrative, plots, tables, etc. The actual formatting of the paper should not be a primary concern unless the lack of formatting affects the readability (i.e. ensure that the paper follows the minimum JAUPLI guidelines).

Once you are done reviewing the paper, follow the instructions given in the e-mail to upload your review files to JAUPLI. The editor will look at both reviews and look at the paper as well and make a decision. You may get an e-mail with the result of the decision from the editor. If so, you should look at how your review and the decision compare. Analyzing this feedback will make you a stronger reviewer.

**End of semester**
Please be sure to take the short survey at the end of the semester. You can access the survey through the link provided by your instructor. Your feedback is appreciated, and we use this feedback to continuously improve the JAUPLI experience.

Finally, thank you for your participation in JAUPLI. We hope that this was a great learning experience for you.