

Manuscripts sent for review to:

- Methodologist
- Content expert
- 1 or 2 others

Revise and resubmit is GOOD! If you get Revise and Resubmit and can't make it by the deadline – call the Editor and ask for a later deadline.

- Del and Betsy don't always resend revised documents back to reviewers – other journals do send it back to the reviewers

Tip #1 – if the editors ask you to do something, do it. When you make the changes, write a note outlining exactly what changes you made and how you fixed what they asked you to fix. If you don't want to make the changes, don't bother sending it back (don't waste your time writing a note about why you shouldn't make the changes). Don't feel bad about calling (emailing) the editors to ask questions. They want to work with you (most of them).

Common mistakes

- Introduction
 - Never label something "Introduction"
 - Don't write as if its creative writing, but **do** be interesting and exciting in the introduction. Entice your reader, **but** don't be over the top.
 - Set the stage. Why is this something important, why should I care? A few paragraphs is fine.
- Lit review
 - Past tense ("found") or present-perfect tense ("has found", "has reported")
 - Cite your sources.
 - It shouldn't be mostly opinion.
 - Should be: based on literature, empirical studies, objective review, it's a synthesis – not a list of studies
 - While lit review might be very important and long in a dissertation, the most important parts of the article are the methods & results – so keep lit review shorter

- Methods section
 - Qualitative
 - It's ok to have qualitative! Don't worry too much about explaining why qualitative is ok to use!
 - You do have to address credibility and trustworthiness
 - Include subjectivity statement – info about you and how it relates to your study
 - Cite direct quotes: (Personal interview with Pseudonym, Date.)
 - Cite all findings – where did you get the info (from whom), and when
 - Quantitative
 - Review your data – assumptions & how you met them, what you did with outliers, etc. (about 1 paragraph)
 - Big problems – chose correct analyses to match research questions, make correct interpretations, include tables
 - Give details – the more the better. How did you code your variables, etc? This way editors can figure out if your analysis is right (and they may be able to better help you fix it if it isn't!)
 - Never say $p = .001$ – it's always $p < .001$
 - M for mean SD for standard deviation; n for sample N for population
 - "I ran a t test". But "The t-test results are" (hyphenate when t-test is used as an adjective modifying a noun like results)
 - Inserting a Greek symbol? Actually insert the symbol, **don't** just change the font to a symbol font.
- Findings/Results
 - Past tense. The study findings won't change.
 - Results are not "significant" – they are "*statistically significant*"!
 - Even non-statistically significant results can be important
- Discussion/Implications
 - Present tense. Implications change over time.

- Don't go too far and overstep the data you've got.
- Admit it – maybe your hypothesis was incorrect and that's why you didn't accurately predict the results!
- Include a Limitations section – a paragraph or two
- Conclusions
 - Have some.

Citations – it MATTERS for you to get published!

- 1 or 2 authors? (cite author or both authors each time you reference that article)
- 3 – 5 authors? Use "McCoach et al." for the second time and after
- 6 authors or more? Always use "McCoach et al."
- McCoach, D. B. & Siegle, D. (stick that comma in)
- If a journal uses continuous pagination (for example, if the article is on page number 1000!), then don't use issue numbers
- Book titles are not capitalized unless they're proper nouns
- Numbers in text – general rule: one – ten, but 11 – 100
 - Exceptions
 - Number of subjects – always in digits (5)
 - Dates, measurements, always digits (5)
 - If it starts a sentence, write the word (five) – but really, try not to start a sentence with a number
 - Never write out the word percent. Always %.
- Websites
 - Include retrieved date. Do **not** end with a period.
 - If you get an article from the library website (like a pdf), don't cite the library website.
- ERIC document – do **not** end with a period.
- Read page 91 in the APA manual for information about prefixes that should not be hyphenated!