Purdue Journal of Service-Learning and International Engagement (PJSL)

**Student Author, Writing Mentor and Reviewer Guidelines for Submission Type:**

**COMMUNITY PARTNER SNAPSHOT**

**This guideline is intended to:**

1. Direct the student author(s) and writing mentor(s) through the writing process.
2. Assist the assigned reviewers in assessing content and providing feedback to the author(s).

**Description of Submission Type**

The *Community Partner Snapshot* is an undergraduate, graduate, or professional student-authored composition under 1000 words. The purpose is to describe the mission/vision of a community partner and highlight engagement opportunities for Purdue students with the organization and/or the clients.

**Abstract Proposal Submission**

The first step in the process is to submit an abstract proposal to the PJSL website at <http://docs.lib.purdue.edu/pjsl/>. The abstract proposal is used to determine if your content meets the journal’s aim (to advance civic engagement through scholarly work) and falls within the journal’s scope (real-world experiences that meet community needs). It is a concise synopsis of your article and should be no longer than 300 words. Include 1-2 sentences in the following areas: 1) student introduction, 2) description of community partner, 3) activity opportunities, and 4) conclusion. You will be notified within 2 weeks as to whether your abstract proposal was accepted.

**Primary Content Areas of Article**

Your article should contain the following content areas. Address the statements in the *Writing Guidelines* (found below) when composing content on the *PJSL Writing Template.*

1. Title Page
2. Abstract with Student Bio Sketch
3. Body of Article with Section Headers
4. Student introduction
5. Community partner description
6. Activity opportunities and (potential) impact
7. Reflective conclusion
8. References
9. Acknowledgements

**Submission**

Article submission

* Use the *Writing Template* when submitting your first complete draft to the PJSL website. The template is located on the PJSL website.
* Indicate where your photos with captions, figures and/or tables are to be placed within the article.
* Submit using the same article number assigned to your abstract.
* Your first complete draft is sent to reviewers within 2 weeks of submission.
* Reviewers are generally provided two weeks to provide feedback and request revisions.
* Authors are generally given 7 days to complete any revisions and resubmit.

Photo guidelines

* Photos should be at least 300 dpi, a minimum of 4 X 6 inches in size, and in JPEG or PNG format.
* Upload photos to the PJSL website as “Additional Files” with captions typed in the “Description” area.
* The author(s) declares whether they own the photos on the PJSL website. If the photo belongs to someone else, the *Photo Permission Form* OR e-mail permission from the photo owner must be submitted as an “Additional file”.

**Writing Process Checklist**

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| **SECTIONS** | **CRITERIA** |
| Student Introduction | * Describes your reason or motivation for involvement with the organization (e.g., required course, study abroad opportunity, community volunteerism, internship, past experiences or interests).
* Identifies the primary objective of this descriptive article.
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| Community Partner Description | * Provides the community partner’s location (address, city, state, and website link).
* Describes the community partner’s mission/purpose, including any relevant background information.
* Provides a demographic description of the clients served and any relevant statistical information. [E.g., Twenty million people in the US suffer from diabetes (reference)].
* Describes specific client needs within this organization.
* Describes any additional organization operational needs
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| Activity opportunities and (potential) impact | * Describes how/by whom specific project or service opportunities are generated (community partner, faculty mentor, and/or student).
* Describes project or service opportunities for students at this site.
* If you performed a specific service or delivered a project, describe it.
* Explains whether this opportunity is open to all students.
* Explains how student involvement helps the organization achieve their mission.
* Provides any data, graphs, charts or other visuals which demonstrate impact (value) of student activities to the organization or clients.
* Describes challenges/barriers for the organization.
* Describes challenges/barriers encountered with clients.
* Explains if/how working with this organization could impact a student’s future.
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| Reflective Conclusion | * Explains why you wrote this article. How does it inform your readers?
* Reflects on reciprocity by describing how this organization provides mutual benefits to both student learning and service to the community.
* Explains how students could best prepare to work with this community organization.
* Provides any additional advice for students working with this community partner.
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| Additional Requirements | * References are presented both in the text and in a reference list at the end of the article using APA format.
* Acknowledgement is provided at the end of the article to those who supported the work, e.g., writing mentor, faculty project supervisor, project peers.
* Article is written using the PJSL template
* Grammar and punctuation are appropriate
* Sections flow well from paragraph to paragraph (i.e., tells a story).
* Placement of photos, tables and/or figures are indicated within the text. (ex. *Insert Figure 1: caption)*
* Photos have captions (ex. *Figure 1: caption)*
* Figures and tables are titled and numbered (ex. *Figure 1, Table 1, etc.)*
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