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

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

**RESEARCH WITH REFLECTION**

**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**

*Research with Reflection* is an approximate 3500-word composition, authored by one or more undergraduate, graduate, or professional program students, with potential secondary authorship by a writing mentor (e.g., faculty member or community partner). This submission type includes a literature review and employs quantitative, qualitative, or mixed methods research methodology demonstrating community impact.

**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) introduction to the topic and/or the community need addressed by your service, 2) methodology used for your service or project, 3) (expected) results or impact, 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. Introduction and background with literature review
5. Methodology
6. Results
7. Community impact
8. Student impact
9. Conclusion
10. References
11. 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** |
| Introduction/ Background with Literature Review | * Provides an introduction and background describing the community need/problem that your project or service addresses. Statistics are appropriate here. [E.g., Twenty million people in the US suffer from diabetes (reference)].
* Describes relevant literature and its outcomes pertinent to your project/service. Identify gaps in research that your project addresses.
* Describes your motivation for participation (e.g. required course, study abroad opportunity, community volunteerism opportunity, internship).
* Identifies the primary objective of your research.
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| Methodology | * Describes the community partner and/or people served by your project or service.
* Describes details such that your project or service is reproducible by others, i.e., specific actions/decisions made throughout the project.
* Describes the tools for data collection (e.g., questionnaires, interviews, observations, archival research, oral histories, discourse analysis).
* Explains your primary outcome measures, i.e., how did you plan to measure your success?
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| Results | * Presents quantitative and/or qualitative results from the project.
* Ties the results to the project goal(s) and objective(s).
* Presents graphics (e.g., charts, images, tables) with results to enhance understanding.
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| Community Impact | * Discusses how the clients and/or the organization benefited from this project (tangible and intangible outcomes).
* Describes challenges/barriers encountered with the organization.
* Describes challenges/barriers encountered with the clients.
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| Student Impact | * Describes personal and professional gains from your experience.
* Describes personal or professional challenges/barriers encountered when conducting activities, how they were addressed, and what could be done differently next time.
* Explains if/how this experience might impact future career plans or service.
* Explains any plans to continue working with the community partner.
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| Conclusion | * Recaps the importance of the research
* Outlines future avenues for continuing the research and/or new projects
* Describes how reciprocity could be enhanced (mutual benefits to the community partner and the student).
* Expresses why you wrote this article and how it can inform readers.
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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 appropriately titled and numbered. (*Figure 1, Table 1, etc.)*
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