Guidelines for Submission of Undergraduate Research Papers

Journal Overview & Aims

The Griffith University Undergraduate Student Psychology Journal aims to exhibit high-quality research being conducted by all members of the School of Psychology, including academic staff and undergraduate, honours, and postgraduate students. Specifically, the journal aims to engage undergraduate and honours students in the scholarly activity of submitting their work for publication. In addition, it aims to provide postgraduate students with the opportunity to participate in peer-review and editorial processes involved in producing an academic publication.

The content of the journal is broad, encompassing many aspects of psychological science including but not limited to:
- Biological psychology
- Clinical and counselling psychology
- Cognitive psychology
- Developmental psychology
- Experimental psychology
- Personality and individual differences
- Social psychology
- Forensic psychology
- Health psychology
- Industrial and organisational psychology

Two issues of the journal are produced in an online format each year. Each issue contains three main sections:
1. Undergraduate student papers.
2. Abstracts from honours research.
3. Profiles of research being conducted by staff and postgraduate students.

Guidelines for the submission of undergraduate student essays are included in this document.
Undergraduate Researcher Papers

Scope
The Undergraduate Student Papers segment of the journal publishes original papers produced by undergraduate researchers written by individuals or in small groups. There are a number of types of documents that may be submitted in this category, including literature reviews, article critiques, and laboratory reports. Please note that submission of undergraduate papers is only open to undergraduate researchers completing a second- or third-year course within the School of Psychology at Griffith University. The work that is submitted must have been completed while the undergraduate researcher was enrolled in the course.

Submission Process

Recruitment of papers.
The Editorial Team will invite undergraduate researchers to submit papers to the journal. There are two avenues through which this may occur:

1. **Through second and third year courses.** A select number of courses (hosted by the School of Psychology) have been identified as ‘feeder courses’ for the journal; they were chosen because they contain assessment items that are conducive to modification for inclusion in the journal. The editorial team then provide all tutors/assessment markers for these courses with printed invitations to submit to the journal. The tutors/assessment markers are asked to identify students who have submitted high quality assessment items and pass on an invitation to submit that assessment item to the journal. It is then up to the individual researcher to decide whether or not they wish to submit their assessment to the journal.

2. **Through the Internship Programme and Research Interest Groups.** In conjunction with the Student Journal, the School of Psychology are also conducting an Internship Programme and Research Interest Groups. The Editorial Team will contact a selection of undergraduate researchers who are participating in these programmes, to invite them to submit high-quality essays they have produced as part of their course assessment to the journal. Permission to submit certain assessment items may require prior approval from course convenors.

If an undergraduate researcher wishes to submit their assessment to the journal, they should contact the editorial team to obtain the necessary submission guidelines.
Turning an assessment item into a manuscript.
In order to prepare an assessment item into a manuscript, the following steps are recommended:

First address comments made by markers.
- Look for comments that tutors/markers have made on the assessment item and address these issues. For example, if they have suggested that a sentence requires clarification have a go at rephrasing that sentence.

Paper structure.
- Ensure that the paper has a clear statement of the purpose of the paper.
- Submissions should be concise and written in English.
- Each submission should contain a title (no more than 25 words), an abstract (between 100 and 150 words), and a complete reference list. All submissions should be formatted according to APA style, should be double-spaced, and printed in a clear 12-point font (e.g., Arial or Times New Roman). The manuscript should be a maximum of 2500 words, including the abstract and references.
- Manuscripts should be submitted in .doc or .rtf format.
- All submissions should contain a title page that contains the title of the manuscript and the author's name/s. However, please ensure that your name does not appear anywhere else in the manuscript (including headers and footers). This is to facilitate a 'blind review' process, whereby the author of the paper is anonymous to the reviewers. The title page will be removed by the editorial team before it is sent out for review.
- Authors may withdraw their submissions at any stage prior to the review process. The editorial team may withdraw the submission at any stage prior to publication of the article.

Ethical considerations.
- Acceptance of the manuscript is contingent upon its strict adherence to ethical research practices. Authors are required to sign a statement of Authorship and Waiver Form to ascertain that they have submitted work that is original and is their own. Plagiarised material will not be accepted – it is essential that authors do not present another person’s work as if it were their own. It is the author’s responsibility to use direct quotation marks to signify places where they have used the exact words of another person and that the source of those words is provided. In addition, in each instance where material has been paraphrased from another source, it is essential that the source of the information is cited. For more information about plagiarism, see the university’s Policy on Academic Misconduct or the University’s policy on Good Research Practice, which are both available from the Griffith University website (www.griffith.edu.au).
- Work from multiple authors is allowed for submission, as long as all authors are acknowledged as authors and sign the Statement of Authorship form.
All manuscripts submitted should not have been previously published or be published elsewhere in the future, in the same form as the submitted work.

It is the responsibility of all authors to obtain permission to quote from copyrighted material.

Submitting the manuscript.

All submissions must include the following:
1. Completed submission application
2. One electronic copy of the manuscript (either emailed or CD)

Please email electronic copies to: A.Biggs@griffith.edu.au

The review process.

When the editorial team receive the submission, it will be checked to ensure that it has been formatted correctly. It will then be sent to an independent reviewer. A double-blind review process is used by this journal; therefore, the identity of the author is not known by the reviewer and the identity of the reviewer is not known by the author. The reviewer will provide feedback and will make a decision about the manuscript. The possible decisions will include:
- Accept as is, with no changes required.
- Accept, although the manuscript requires more proof reading.
- Accept, although the manuscript needs to be revised according to APA style.
- Accept with minor revisions.
- Resubmit with major revisions.

The author will receive the review and will have the opportunity to address the reviewer’s comments (if necessary). If revisions are requested it is a requirement that they are addressed. Failure to address the issues raised will result in the manuscript being returned to the author.

The final decision about the manuscript is made by the editorial committee, which reserves the right to accept or reject submitted papers at their discretion.

The publishing process.

When a manuscript has been formally accepted (after any necessary revisions have been made), the manuscript will need to be formatted according to the journal template. When you receive formal acceptance of the paper, you will also be sent an electronic copy of the template. All you have to do then is read the information on the template and copy and paste your article into the template, maintaining the template’s formatting. When this has been completed, simply email it back to the Editorial Team.

The final responsibility of the author is to complete, sign, and return a Statement of Authorship and Waiver form. The article will not be published without it.