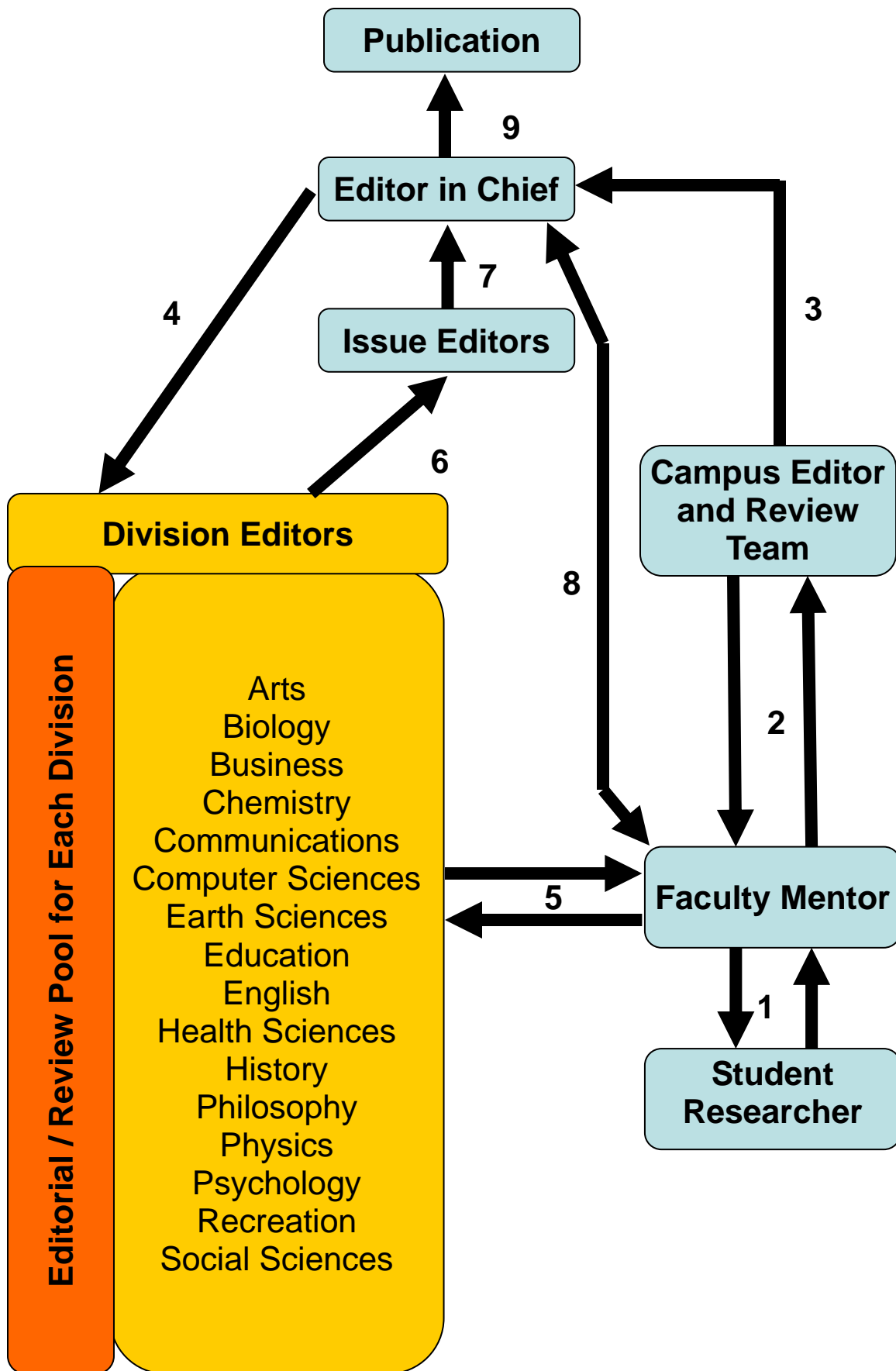


# Submission and Review Process Flow Chart



1. **Faculty Mentor** and **Student Researcher** work to design and execute the project. The student submits the manuscript to mentor for review and editing. The review process must start with the faculty advisor and a manuscript should only be submitted after the advisor is satisfied that the submission meets the highest standards in the field. We suggest that the manuscript be reviewed by at least one other faculty member in the department before it is submitted.
2. When the faculty mentor is satisfied with the manuscript, it is submitted via email to the **Campus Editor** along with the *KURJ Submission Form* and the **Approval Form**. The Campus Editor reviews and edits the manuscript in conjunction with the **Campus Review Team**. This review will mostly involve grammar, writing style, and writing mechanics. If the paper is not well written, despite it having suitable and meaningful content, it will be returned to the author without further review. The Campus Review Team consists of a pool of faculty (students?) who have a variety of subject area backgrounds. Hopefully, there will be reviewers in subject areas related to the submitted manuscripts.
3. When Campus Editor is satisfied with the manuscript, they will submit the manuscript to the **Editor-in-Chief**.
4. The Editor-in-Chief confirms receipt of the manuscript and forms via email to Faculty Mentor and forwards the manuscript to appropriate **Division Editor**.
5. The Division Editor forwards manuscripts to 2-3 reviewers who are familiar with the topic of the manuscript. The reviewers will use a rubric to evaluate the submission, and when completed, send the evaluation, with comments and suggestions, back to the editor. Based on the reviews, the editor will determine the suitability of the paper for publishing in the journal and communicate this decision to the student author and Faculty Mentor. The author, in consultation with their advisor, will address the comments of the reviewers and resubmit the article to the discipline editor. The Division Editor may seek input from the reviewers before making their final decision.
6. When the Division Editor is satisfied with the resubmission, they will forward the Manuscript to the **Issue Editor**. The issue editors make any final markup on the manuscript. The Issue Editor, in consultation with the Editor-in-Chief, determines which articles will be published in a particular issue.
7. The manuscript is forwarded to Editor-in-Chief. The Editor-in-Chief prepares the manuscript for publication.
8. Prior to publication, galley proofs are sent to Faculty Mentor for approval.
9. Once approved, and copy write agreement is received, the manuscript will be placed in a queue for publication.