Jefferson Public Citizens (JPC) Journal Guidelines

This document is intended primarily for our JPC student authors, their faculty advisors and graduate mentors.

Purpose of Publication
The main purpose of publishing in the journal is for JPC students to reflect on their research-service project and contribute to the production and dissemination of knowledge. Students should imagine that their JPC article addresses four simple questions: what you did; how you did it; what you found, and; why it matters.

Background on JPC
The Jefferson Public Citizens (JPC) is a comprehensive academic public service program that integrates students’ service and research experiences throughout their time at the University. JPC involves teams of students working with a community partner, a faculty member and often a graduate student on an academically-based service project. Students work collaboratively with community members and faculty to identify areas of needed research and scholarship prior to beginning a JPC project. Once the JPC project is underway, group members follow a work plan and partnership agreement that is agreed upon by all parties. A final product is shared with fellow students, the community and the university at large through classes, community presentations, a conference, and in the Jefferson Public Citizens journal.

About the Journal
The journal provides a forum for JPC program participants to publish their work from their community-based research service projects. To complete the program and receive a notation on their academic transcript, JPC students must publish their findings in this journal.

Manuscripts
Manuscripts submitted for review should be of a scholarly nature employing qualitative, quantitative, philosophical, conceptual, or theoretical methods that address the JPC team’s research question and findings. Manuscripts should generally follow but are not restricted to the format below:

Introduction or Background
- Communicates the importance of the topic
- Discusses relevant literature
- Presents a clear purpose statement of the project
- Defines the research problem

Methods or Approach
- Describes the methodological approach
- Describes data collection tools (e.g. instruments, surveys, interviews)
- Describes data analysis

To view the previous editions of the journal, visit http://www.virginia.edu/jpc/journal.html
Results or Outcomes
- Findings are clearly presented
- Discusses completed goals or outcome for the community partner

Discussion
- Findings are interpreted in light of the problem/research question
- Implications of the project’s results, findings, or outcome are discussed
- Limitations of the project are acknowledged and considered

General Submission Guidelines:
- Manuscripts must be clear and concise with a well-organized development of ideas.
- The submission should be between 1,500 and 2,000 words.
- Papers must be written in Microsoft Word (.doc) format.
- Use a common font, such as Courier or Times New Roman, and set all text (including references, quotations, tables, and figures) in 12-point type and one inch margins.
- Citations: APA style.
- The abstract is 200 words or less.
- Please title and caption all images, figures, graphs, and diagrams.
- Send all images individually, each at a resolution of 300 dpi or higher (.tif or .png, but .jpg acceptable if needed). Insert comment in article where images will go. See example below.
- The submission should also include a short one sentence bio for each member of your team. See example below.
- An endorsement statement from the JPC project faculty advisor(s) should be emailed to Brian Cullaty at brc7q@virginia.edu. See example below.
- The submission should be uploaded to the “JPC manuscript submission” link on the left side of the “JPC 2015 Class” Collab site.

Review Process
All manuscripts go through a review process conducted by previous JPC participants, community members, and faculty using the stated criteria below. Following their assessment, article submissions are accepted "as is", “with minor revisions”, or “reconsidered after major revisions”. The manuscripts are sent back to the authors with comments and suggestions for revisions. The JPC program reserves the right to edit accepted manuscripts to meet the journal’s standards.

Review Criteria
- Appropriateness of the introduction and use of literature
- Clarity of the research question
- Appropriateness of the selected methodology
- Presentation of the results
- Discussion of the findings
- Strength of conclusions and implications for the community

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• Readability
• Use of correct grammar, spelling, and word choice
• Overall quality of scholarship

Submission Deadline
The deadline for submitting articles is **Monday, February 8, 2016.**

Submission Process and Review Deadlines:

November 11: Article Writing Prep Session, Garden Room, 5-6pm → January 27: Peer Editing Workshop, Drafts due, Special Collections Auditorium, 5-6pm → Feb. 8: Articles and images due to JPC

February 22: Reviewer comments returned to authors for final edits → March 1: Authors return final revised articles to JPC via Collab → March: Journal goes to press

Early April: Release of journal at JPC presentation competition

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Sample:

**Title (Size 16 Font, Bold, Centered)**

First Name, Last Name of all team members (Size 12 Font, centered)

(*Abstract Body – Size 10 Font, Italicized, First Line Indented, no more than 200 words) — see sample below:*

*An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly, and like a title, is used by abstracting and information services to index and retrieve articles. It is important to remember that the abstract is in oftentimes the first source of information that one has concerning a study. A well-prepared abstract can be the most important paragraph in your article.*

**Level One Heading (Introduction) (Size 12 Font, Bold, Left)**

This section introduces your topic to the reader and explains the significance of the topic. It also indicates the purpose of your project and defines the problem your team addressed.

**Level Two Heading (e.g. Purpose, Problem, Research Question) (Size 12 Font, Italics, Left)**

**Additional headers, Level One Headings (Methods, Results, Discussion, etc.)**

Suggested additional headings include methods, results, and discussion. This may vary depending on your academic field or personal preferences (e.g. findings, conclusion, limitations). The brackets below depict how to indicate where an image or table should go.

[Insert Table/Image 1 about here]

**References**


**One line bio of each team member:**

**Thomas Jefferson** served as third president of the United States and is the founder of the University of Virginia.
Sample endorsement statement from JPC project faculty advisor to be sent to brc7q@virginia.edu:

Dear JPC Public Journal Editorial Board,

I have reviewed the students’ article “JPC Research-Service Project Findings from Monticello” and support its submission for publication in the JPC journal Public.

Sincerely,

Professor T. Jefferson

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