

# Journal Mission and Workflow

*Aletheia*—*The Alpha Chi Journal of Undergraduate Scholarship* is an online, peer-reviewed, interdisciplinary undergraduate journal. The mission of the Journal is to promote high quality research and scholarship among undergraduates by showcasing exemplary work and by fostering mentor/mentee relationships between faculty and students. In keeping with the strong tradition of student involvement in all levels of Alpha Chi, the journal also provides a forum for students to become actively involved in the writing, peer review, and publication process.



## Eligibility

All Alpha Chi undergraduate members in good standing are eligible to submit research and scholarly work. As a benefit of membership, they are exempt from page charges. Manuscript submissions after author graduation are welcome as long as the bulk of the work was completed before the primary author's graduation. Collaborative authorship is also welcome and should follow the convention of the discipline of the scholarship. Questions regarding authorship and undergraduate status should be directed to an Editors (email addresses can be found below).

For non-members, *Aletheia* will have a page charge to help defray a portion of the cost of producing the journal: the rate is \$5 per page submitted (with a maximum charge of \$100) and will be due upon acceptance of the manuscript for publication.

## Submissions

*Aletheia* welcomes manuscript submissions electronically at any time and generally intends to publish issues in the spring and fall. Manuscripts should be submitted as Microsoft Word files as email attachments to the Production Editor. All tables, figures, captions, images, and other manuscript components should be submitted at the same time as the manuscript.

Submissions must be in English and can be in any basic or applied field of study, including physical and life sciences, social sciences, humanities, education, engineering, and the arts. Examples of research articles that may be accepted include the following:

- reports on empirical quantitative and qualitative research
- policy analysis
- historical analysis
- case studies
- theoretical articles
- methodological articles
- critical literary or artistic analysis

Other types of scholarship that may be accepted include the following:

- novellas, individual short stories, or individual creative essays
- collections of poems
- plays or film scripts
- scores of musical works
- recordings of live music, theatre, or dance performances
- films, multimedia productions, or sound productions
- original choreographic work
- original works of art

On occasion, *Aletheia* may publish a series of invitational articles or conference proceedings. Proposals for special proceedings of the journal should be made to the Editors.

## Editorial Workflow

The *Aletheia* staff strives for a quick and efficient editorial process, aiming for publication in less than 6 months for most manuscripts. The following expectations for workflow outlines our editorial process.

1. Production Editor sends acknowledgment (and request for any missing materials, if any) to Authors generally within 2 working days of submission.
2. Production Editor sends redacted submissions to Editors.
3. Editors send redacted submissions to the Editorial Review Board, if necessary, to determine if submission is acceptable to begin the review process.
4. Editors assign acceptable manuscripts to Manuscript Editors within 1 week of completed submission or within 1 week of decision of Editorial Review Board.
5. Manuscript Editors recruit two or more (generally not more than three) outside Reviewers and deliver the manuscript to them within 2 weeks of taking assignment of the manuscript.
6. Reviewers are expected to complete their assessment and return comments and a publication decision to Manuscript Editor within 6 weeks of receipt of the manuscript.
7. After consultation with the Editor, Manuscript Editors contact authors with a publication decision and Reviewer feedback within 2 weeks of receiving Reviewer comments.
8. Authors may be asked to make revisions and return a reworked manuscript to the Manuscript Editor within 4 weeks (extensions granted at the discretion of the Editor).
9. Manuscript Editors then review the revised manuscript in consultation with the Reviewers, Authors, and Editor to complete the revision process and ensure that the manuscript is acceptable for publication.
10. Graduate Student Reviewers (if assigned) will be given the opportunity to offer their feedback to the Manuscript Editor.
11. The Layout Editor and Copy Editor then proof, edit, and lay out the manuscript in galley form within 2 weeks of receipt of appropriately formatted and accepted finalized materials. The galley is then sent to Manuscript Editor and Author for final review prior to publication.
12. The Manuscript Editor and Author should complete galley revisions within 2 weeks.
13. The production staff make corrections, conduct a final proof reading, and publish the manuscript within 2 weeks.

## Journal Staff

**Journal Manager.** The Executive Director of Alpha Chi also serves as the Journal Manager. The Journal Manager is responsible for the continued financial and scholarly health of the journal. The Journal Manager will be instrumental in the technical details of setting up the journal and staffing the following positions. The Journal Manager may also serve as the Editor in special circumstances.

**Editors.** Editors are responsible for ensuring appropriate flow of manuscripts through the editorial process. Disputes among Authors, Manuscript Editors, and Reviewers are handled by the Editors with the Editors making final publication decisions. Editors are charged with maintaining high standards of published papers while keeping Manuscript Editors and Reviewers cognizant of the nature of undergraduate scholarship.

**Editorial Review Board.** The Editorial Review Board is comprised of Alpha Chi faculty sponsors with subject matter expertise in the field of the submission. Editorial Review Board members are charged with vetting manuscripts to determine if they are acceptable to begin the review process.

**Manuscript Editors.** Manuscript Editors are typically faculty members of the National Council. In the event that a submitted manuscript is from a field not currently represented by the National Council membership, Editors may assign the manuscript to a Guest Editor who is ideally a member of Alpha Chi. Manuscript and Guest Editors are the sole communication channel between Reviewers and Authors. Manuscript Editors are charged with maintaining the confidentiality of the Reviewers while providing Reviewer feedback to Authors in a manner conducive with the aim and scope of the journal.

**Reviewers:** Reviewers are typically Alpha Chi faculty sponsors with subject matter expertise in the field of the submission. They are charged with providing feedback per the deadlines set by the Manuscript Editor.

**Graduate Student Reviewers.** Graduate Student Reviewers are Alpha Chi graduate student members who wish to participate in the review of manuscripts. Editors maintain a list of these students and recommend them to the Manuscript Editor at the time of manuscript assignment. Selection of Graduate Student Reviewers will be at the discretion of the Editors.

**Copy Editor.** The Copy Editor works with the Layout Editor to ensure the quality of the grammar, clarity, and style of published manuscripts, including adherence to the journal's typography and bibliographic style.

**Layout Editor.** The Layout Editor is responsible for transforming accepted manuscripts into galley proofs for final Author approval. Upon approval, the Layout Editor prepares the paper for its publication. The Layout Editor may also work with Authors to select cover art for papers and journal issues.

**Production Editor.** The Production Editor is responsible for receiving submitted manuscripts and ensuring communication between Editors and promoting timely flow of manuscripts through the editorial process.

**Current Aletheia Staff:**

Journal Manager: Lara Noah, [Inoah@alphachihonor.org](mailto:Inoah@alphachihonor.org)

Editor: Dr. Tim Lindblom, [tlindblom@alphachihonor.org](mailto:tlindblom@alphachihonor.org)

Editor: Dr. Kathi Vosevich, [kvosevich@alphachihonor.org](mailto:kvosevich@alphachihonor.org)

Production Editor: Katie Holmes, [kholmes@alphachihonor.org](mailto:kholmes@alphachihonor.org) (and [aletheia@alphachihonor.org](mailto:aletheia@alphachihonor.org))

Layout Editor: Melinda Hicks, [mhicks@alphachihonor.org](mailto:mhicks@alphachihonor.org)

Copy Editor: paid consultants arranged for by staff

Editorial Review Board: Dr. Cory Barnes, Shorter University; Dr. Karl Havlak, Angelo State University; Dr. Tim Lindblom, Jacksonville State University; Dr. Craig Nakashian, Texas A&M University Texarkana; Dr. Craig Rogers, Campbellsville University; and Dr. Kathi Vosevich, Shorter University.