

How to turn your undergraduate research into an article

The journal aims to support undergraduate students in taking their first steps in the world of academic publishing by publishing articles based upon their student research. We realise that this research will very likely have been undertaken as part of a university dissertation or research project. This means it will have been written up for assessment. What makes a good journal article can be different from what makes a good dissertation and authors will need to make changes so assessed work is suitable for publication. Therefore, before submitting to UJPIR, please consider the following:

- **Ensure you meet UJPIR word count limits (7,000-10,000).**
Reducing the word count is probably the main challenge for most authors. Your dissertation will likely be longer than the maximum acceptable word length for UJPIR therefore you'll need to edit it down. But how? Focus on what *you* did research wise. That is what will make the article interesting to readers. Therefore consider: reducing the size of the literature review; whether you need full methodological reflection; whether both your case studies are needed. This will focus the article on your research findings and conclusions.
- **Consider feedback from the original marker/assessor.**
Do they highlight specific sections for praise or comment? Do they suggest removing things or developing arguments? This may help your article and it is a chance for you to practice incorporating feedback.
- **Is your introduction effective?**
Do you set the scene for the reader in this section? You need to try and attract readers in the first few sections so keep asking yourself 'does this explain why someone should read it'?
- **Readability.**
A journal article has a different - and wider - audience than a piece of assessed work. Therefore authors need to consider readability. Try to avoid long paragraphs and overly complex language as this makes things difficult to read. Using the active voice throughout will engage the audience and can help reduce words.
- **Permission to use content.**
To use content (images, or extended text quotations) owned by others you need to get permission to publish. This is different from permission needed to use this material in academic work like a dissertation. If you want to include this type of material (often called 'third-party-content'), you need to get permission from the copyright holder. You also need to make sure these materials have appropriate credit lines.
- **Formatting.**
You need to ensure that your submission meets the required formatting. This includes: submitting the article in Microsoft Word format; anonymising the article text by removing your name, institution, and identifiers like your student number. You also need to make sure references are formatted in the appropriate style (Harvard) and include DOIs when available. Tables and figures should be cited in the text. Tables must be included within the text, and figures/images uploaded as supplementary files. Figures must have a resolution of at least 150dpi (300dpi or above preferred), be no more than 20MB per file, and be in one of the following formats: JPG, TIFF, GIF, PNG, EPS.

You will be asked to confirm your submission meets these criteria. If in doubt please contact the Editor-in-Chief to discuss.

Submission checklist

As part of the submission process, authors are required to confirm their submission's compliance with all of the following. Submissions may be returned to authors if they do not adhere to these requirements. More information on how to adapt your research can be found in the Author Guidelines section.

- ✔ Your article meets the UJPIR word count limits (7,000-10,000 words).
- ✔ You have considered feedback from the original marker/assessor.
- ✔ You have considered the readability of your article including effective use of introduction.
- ✔ The submission file is in Microsoft Word format.
- ✔ All references to the author and their institution of study have been removed, to allow anonymous peer review.
- ✔ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ✔ Any third-party-content used has been identified with appropriate credit lines, and permission obtained from the copyright holder.
- ✔ All references are in the journal style (Harvard) and include DOIs where available.
- ✔ Tables and figures are all cited in the text. Tables are included within the text document, whilst figure files are uploaded as supplementary files.
- ✔ Figures/images have a resolution of at least 150dpi (300dpi or above preferred). Each file is no more than 20MB per file. The files are in one of the following formats: JPG, TIFF, GIF, PNG, EPS.
- ✔ Proof of mark obtained in the form of a mark sheet or transcript has been uploaded as a separate file.