

# The Life of a JCMS Article Submission

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## Preparing your article

- Check submissions guidelines and style guide (via JCMS website, “Submit” page)
- Word count: 8,000 - 10,000 words including endnotes
- Chicago style citations (notes and bibliography system, but with no bibliography)
- See: “Desk Review Process and Criteria” ([github.com/jcmsjournal/editorial/wiki](https://github.com/jcmsjournal/editorial/wiki))

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## Submitting your article

- Submit through submissions portal (via JCMS website, “Submit” page)
- Double check: indicate Publishing Initiative participation, consider image permissions

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## Your article undergoes desk review (response in roughly 2 weeks)

- Assistant Editor reads article to see if it fits journal goals and is ready for review
- Co-Editor-in-Chief conducts second-round of desk review, passes articles to peer review
- Desk review notifications indicate reasons and/or offer feedback

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## Your article undergoes peer review (response in roughly 2 months)

- Co-Editor-in-Chief selects and contacts peer reviewers; typically 2 peer reviews per article
- Guided by the feedback from peer reviewers, article is accepted, rejected, or invited for resubmission (Revise & Resubmit)

*Articles accepted after the first round of peer review jump ahead to **Step 7***

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## Revise and resubmit (4 months)

- R&R article authors submit revision plan based on reviewer feedback within a week
- Once revision plan is approved, authors have four months to revise and resubmit

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## Your piece goes back out to peer review (response in roughly 2 months)

- Revised pieces are sent back to peer reviewers or new reviewers are identified if needed
- Guided by feedback, pieces are rejected or accepted. There is only one round of R&R.

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## After your article is accepted

- Authors may receive feedback from reviewers or editors for additional edits
- Authors notifies editors if they prefer print issue or online issue (“Fifth Issue”) and return a publishing agreement within two weeks of acceptance
- Authors submit finalized manuscripts and images; due 3 months following acceptance

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## Developmental editing & production

- 9 months (for print issues) or 6 months (for Fifth Issue) before publication, editors begin developmental editing; share edits with author for approval and final changes
- Publisher (Michigan Publishing) contacts author re: copy edits and proofreading

