Journal of Suffolk Student Research

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Updated by JC and RGE (26/09/2019)
Submission Process

Submission Requirements
The Journal of Suffolk Student Research accepts manuscripts from undergraduate and taught postgraduate students, which contain primary research or secondary data analysis research\(^1\). Your manuscript should be based on work undertaken for your undergraduate/masters dissertation/research project. The research can be quantitative, qualitative or mixed methods. The journal may also consider the following types of manuscripts eligible for submission: clinical audit, service evaluation, case reports and case studies.

The following types of manuscripts are not eligible for submission to the journal: creative writing, essays, reviews, posters, abstracts, presentation, short module lab reports, secondary research (with no data analysis) or systematic reviews. If the editorial team receive a submission of this type they will not consider it for the journal and it will be returned to you without review.

The journal will only accept work that has received a ratified mark from a course assessment board. You cannot submit work which is awaiting assessment or is to be submitted for assessment. Your manuscript must be original and must not be under consideration, or have been previously published or submitted, for review elsewhere.

The journal reserves the right to refuse the publication of any submissions they deem unfit for publication.

If you are interested in submitting your work to The Journal of Suffolk Student Research, please refer to the journal website ‘Author Information’ section and in particular the ‘Author Guidelines’. If you have any further questions, please feel free to contact the Journal editors at suffolkjournal@uos.ac.uk.

Submission Guidance
Your manuscript should be no longer than 4,000 words which includes footnotes but excludes abstract, table and figure titles, references and appendices.

The Journal of Suffolk Student Research accepts articles throughout the year. If accepted your manuscript will be made available on the journal’s website as an advanced online publication. All manuscripts accepted by November will be combined into the journal volume which will be published in January. If your manuscript is accepted for publication after November it will appear as an advanced online publication on the journal’s website and your manuscript will be included in the following year’s January volume.

The Journal of Suffolk Student Research accepts manuscripts that meet the submission requirements outlined above, from undergraduate and taught postgraduate students from any School. Staff and Postgraduate research students are not eligible to submit work to the Journal of

\(^1\) Secondary Data Analysis encompasses research which is based on analysis of secondary data (already existing data), which follows the format for the primary data research. Secondary Data Analysis Research cannot be purely descriptive in nature.
Suffolk Student Research. Staff and Postgraduate research students seeking to publish their research should discuss publication avenues with the University of Suffolk research team and/or their supervisory teams.
Submission Timeline
The diagram below illustrates the key steps involved in preparing your manuscript for submission to the Journal of Suffolk Student Research.

1. Receive your ratified dissertation/research project mark (date dependent upon course assessment boards).
2. Read the documentation relating to authors *.
3. Sign up to the mailchimp subscription list*. Subscription to the mailing list is optional but will provide relevant information and updates. You can unsubscribe at any time.
4. Attend relevant workshops provided by the learning services team*. Please note these are optional, however will help you to prepare your manuscript so that it is suitable for publication.
5. Revise your dissertation/research project to fit the requirements of the Journal of Suffolk Student Research. Please see the author guidelines for the requirements*.
6. Complete the Submission Checklist document*.
7. Submit your manuscript and submission checklist as editable word document attachments to suffolkjournal@uos.ac.uk. An automated response from the journal will confirm receipt of your email.
8. Your manuscript will begin the review process. Please see review process document for further information*.

* The relevant document(s) can be found within the journal website under the ‘Author Information’ section.