

## The Twelve-Step Guide to Publishing in the JUE

Martha Radice, Editor-in-Chief

Dalhousie University, [radice@undergraduateethnography.org](mailto:radice@undergraduateethnography.org)

---

*Welcome* to another edition of *The Journal for Undergraduate Ethnography*. This issue reflects the journal's international scope and wide-ranging subject matter. We explore biomimicry in a fly-breeding factory in South Africa (Drew), discourses of self-care (Adams) and identities of people with vitiligo (Khuld) in the United States of America, post-Soviet youth mobility and identity in the Netherlands (Bostan and Malafei), young Italians' ways of insulting each other (Colzani), and surveillance in commercial spaces in the United Kingdom (Fuller).

All six articles, written by undergraduate students or very recent graduates, went through the same kind of review process as they would in any international peer-reviewed journal. As Editor-in-Chief, I want to explain how this works, not only for the benefit of students who are thinking of submitting work to the JUE, but also for the purpose of giving proper credit to all the authors who persevere to the end of this rigorous—and not always speedy—process.

Note that this review process and the Journal as a whole would simply not be possible without the dedication and generosity of the members of our Senior Editorial Board, named on the previous page and on our website. They each commit to reviewing one article per year. My sincere thanks go to every one of them for the time they put into reading the articles and writing up their thoughtful and constructive comments.

So, what happens as an article progresses from submission to publication? On the next page, I explain how an article gets published in *The Journal for Undergraduate Ethnography* in twelve steps.

5. Author makes revisions (using Microsoft Word's Track Changes or other appropriate highlighting tool) and returns the article to the EiC, with a cover letter explaining how they dealt with the reviewer's recommendations.

If the verdict was R&R, EiC sends the resubmission to the original reviewer.

If the verdict was Accept with minor revisions, the EiC usually checks them.

6. Reviewer and/or EiC provide comments and recommendation. Two possible outcomes:

Further revisions are required. Go back to step 5.

Article is accepted for publication. Proceed to step 7.

7. Article is copyedited by a member of the editorial team.

8. Copyedited article is sent back to Author, who checks and responds to the edits.

9. Author returns checked copyedited article to EiC. Further copyedits may be required: if so, go back to step 8. Otherwise, proceed to step 10.

10. JUE team format article for publication. A PDF file is sent to Author for proofreading.

11. Author makes any necessary changes using Adobe Acrobat Reader's Comment function and returns article to EiC.

12. Any necessary changes are made to the proofs, and article is published with a Creative Commons license (BY-CC-ND) as part of an open access issue of the JUE at [undergraduateethnography.org](http://undergraduateethnography.org).

**Congratulations!**

**TIMELINE.** The 12 steps typically take about a year. An Author who submits for the January 31 deadline will usually see their article published in issue 1 early the following year; for July 31, the article will usually be published in issue 2 in fall of the following year. Exceptionally, publication may be faster or slower than this.

Questions? Contact the Editor-in-Chief at [radice@undergraduateethnography.org](mailto:radice@undergraduateethnography.org).

1. Author submits article manuscript to *The Journal for Undergraduate Ethnography* (JUE), following the submission guidelines, accompanied by faculty sponsor form and author information sheet.

2. Editor-in-Chief (EiC) acknowledges receipt and asks Author to fill out an online form with details of the submission.

3. EiC checks that article fits overall JUE scope and standards.

If not, article is rejected ("desk rejection") with explanation and, if appropriate, suggestions of alternate venues. Process ends.

If so, article is sent to a member of the Senior Editorial Board with suitable expertise for review. Authors' identities are not blinded, but reviewers' usually are.

4. Reviewer returns comments and recommendation to EiC. EiC checks these are reasonable, and if so, sends them to Author, cc'ing the faculty sponsor. (If not, another reviewer is found.) There are three possible recommendations:

*Reject.* Article is not suitable for publication in JUE. Process ends.

*Revise and resubmit (R&R).* This is the most common recommendation. It means the article is based on appropriate literature and ethnographic material, but has weaknesses in its current form. With some work, these can be fixed.

*Accept with minor revisions.* The article is strong and requires only minor stylistic or structural revisions before publication.