UNDERGRADUATE RESEARCH JOURNAL
PEER-REVIEW PROCESS
REVISED WINTER 2015

The UCR Undergraduate Research Journal (Journal) provides a peer-reviewed venue to feature the very best faculty-mentored undergraduate research and scholarship accomplished on our campus. The peer-review process is managed by the Student Editorial Board (SEB) with guidance from the Faculty Advisory Board (FAB), and logistic support from Undergraduate Education’s Educational Initiatives. The Journal is sponsored by the Vice Provost for Undergraduate Education.

UGR Journal Review Process

1. The Editor-in-Chief (EIC) and Associate Editor in Chief (Assoc EIC), in consultation with the FAB Chair, assigns a SEB primary reviewer and secondary reviewer, and one FAB member.

2. The primary reviewer initiates a meeting or e-mail correspondence with the secondary reviewer and FAB member to discuss the peer-review process for assigned article, the division of work and corresponding production deadlines.

3. Each reader is to use the following rubric to rate the article and post their results and comments on iLearn Discussion Board or bring to a Review Meeting.
   a. Abstract
      • Is it well-written and accessible to non-specialists?
      • Does it summarize the work?
      • Does it make clear what to expect from reading the article?
   b. Major Conceptual Points (Clarity of motivations/assumptions for research)
      • Clarity of motivations or assumptions for research.
      • Completeness of cited related work
      • Appropriateness of the methodology utilized.
      • Clarity of conclusions.
      • Significance of results.
   c. Style Points
      • Grammar and spelling.
      • Clarity of presentation.
      • Proper formatting of text and figures.
      • Appropriate use of citations/references.

4. Once the article is reviewed, the two SEB reviewers and FAB member (and if needed, a faculty expert) will meet to discuss their suggestions and scores. The primary reader then compiles the comments. The secondary reviewer and faculty liaison examine the written comments, and upon their approval, the primary reviewer forwards the document to the EIC.
5. The EIC reviews the comments and may add his/her own general comments. The EIC will send an email with the comments/recommendations to the student author and faculty mentor, and that clearly defines the deadlines for responding.

6. If appropriate, authors may be asked to meet with the Writing Support Specialist in the Academic Resource Center to review and implement the comments/recommendations prior to resubmission.

7. Student author and faculty mentor make revisions and resubmit the article accompanied by their own memo addressing the points requested in the revision comments. The EIC will separately request the faculty mentor to verify approval of the resubmitted article.

8. The reviewers read the revised article and, in consultation with the FAB member, determine if paper is acceptable to forward to the SEB. It is strongly encouraged that this be done in a meeting format, the FAB member must provide final approval.

9. The SEB evaluates each of the final articles and will submit their opinion on whether or not to accept the article into the Journal. The EIC, Associate EIC, and FAB Chair will make final publication decisions.

10. The EIC and Associate EIC will work with UE Student Success staff to design the Journal, gather informational bios and pictures of student authors and faculty mentors, carefully proofread copy, and approve for final reading by student author and faculty mentor.

11. Photo-proofs of individual articles are provided to each student author and his/her faculty mentor for final proofing to ensure text accuracy.

12. The EIC and Associate EIC will work with UE Student Success staff to prepare for final proofing and printing.

13. All SEB and FAB members are expected to attend the Journal unveiling ceremony.