AUTHOR INSTRUCTIONS
JOURNAL OF WOMEN AND MINORITIES IN SCIENCE AND ENGINEERING

DESCRIPTION OF PAPERS CONSIDERED FOR PUBLICATION: The *Journal of Women and Minorities in Science and Engineering* (JWM) publishes original, peer-reviewed papers that report on empirical investigations, including review articles, covering a variety of topics related to achieving inclusion of historically underrepresented and minoritized populations in science and engineering education, academe, and professional practice. These populations include those who identify as people of color, white women, first generation college students, veterans, members of the LGBTQ+ community, people with disabilities, and the intersections of these and other identities. The journal especially welcomes research manuscripts that use theoretical frameworks and methodologies appropriate to the study of underrepresented and marginalized populations and/or use intersectional approaches. The journal also publishes studies on novel educational innovations that hold promise for transferability to other contexts, based on positive evaluation evidence.

GENERAL INSTRUCTIONS:

Articles for the *Journal of Women and Minorities in Science and Engineering* must be submitted through the Begell House Submission Site. If you are already a registered user begin at http://submission.begellhouse.com/usr/login.html?prod_code=journals, enter your username and password, and click on the Login button. If you are not a registered user follow the instructions below.

SUBMISSION INSTRUCTIONS:

All users of the Begell House submission site must be registered. If you are a first-time users you can begin at http://submission.begellhouse.com/usr/login.html?prod_code=journals, click the New User icon located at the top of the page, on the next screen complete the registration form and then click the Submit button located at the bottom left side of the form. Your form will be reviewed and an email confirmation will be sent to you within 24 hours (not including weekends and holidays). Please note that due to the high security that some affiliations have on their email programs, this email may go into your junk/spam folder; please check. Keep your username and password available for further use on the submission site. Logon information is case sensitive; always be sure to enter the appropriate upper and lower-case characters. **Never** register a second time on the submission site. Having more than one account on the submission site will create difficulties in working efficiently and being able to access all articles assigned to you. If you forget your password go to http://submission.begellhouse.com/usr/login.html?prod_code=journals, click **Forgot Password**, and enter the email address that you used when you registered. Within seconds you will receive an email providing you with your username and temporary password (again remember this email may go into your junk/spam folder). Once you receive the email containing your logon information, return to http://submission.begellhouse.com/usr/login.html?prod_code=journals, enter your username and temporary password, and then click Login. On the next screen you will be asked to provide a password of your choice. Enter the password and click Login. You will now be logged onto the submission site. If the email that you used when you originally registered is no longer available to you please contact journals@begellhouse.com for assistance.

EXPECTATIONS OF AUTHORS TO PARTICIPATE IN THE PEER REVIEW PROCESS:
Peer review is a key ingredient to credible scholarly publishing. All authors submitting manuscripts to the journal are expected to constructively review approximately 3 other manuscripts for the journal during the time their manuscript is under review, if invited by the Editor-in-Chief or an Associate Editor. The Journal prides itself on offering supportive and constructive feedback to authors, by others working in the same research areas. Authors who are unavailable or do not wish to participate in the constructive peer review process should not submit to the journal.

PROCEDURES FOR PROCESSING ARTICLES FOR POSSIBLE PUBLICATION:

a) **MASKING MANUSCRIPT IDENTITY:** The journal uses a double-blind review process. Manuscripts must be submitted "masked" and free from any potentially identifying information about the authors. This includes potentially identifying text within the manuscript itself as well as the metadata properties of the

electronic file. Please clear your Word or PDF document of author information by going to the file "properties" and deleting the author's name. Self-citations, including work not yet published should be masked, and acknowledgement sections should be removed entirely from masked manuscript files. Files that do not conform to the double-blind process may be returned without review.

b) **COVER LETTER:** Authors should submit an (unmasked) cover letter to the Editor in a **separate file** (the file will not be available to reviewers). The cover letter should state how the manuscript is a good fit for the Journal, and contain a statement that the article has not been published elsewhere and that it has not been simultaneously submitted for publication elsewhere. This cover letter should also confirm that all tables and figures are your original work and no permissions are required from previously copyrighted publications, or contain permission information. If the submitted manuscript is a revised version of a previous manuscript submitted to the Journal, the cover letter should state this and include the previous manuscript number. Include manuscript details such as word count, number of figures and tables, and a brief description of the topic to help editors identify reviewers and/or associate editors.

If a preliminary version of the manuscript was published in conference proceedings, provide the conference publication information, including URL if possible, and describe how the manuscript was changed from the conference paper. If a preliminary version of a manuscript has been published in a copyrighted conference proceeding, please describe how the current manuscript is a significant extension of the conference version. Authors should include full citation information for the conference version. "Significant expansion" includes collection of additional data and/or reanalysis of original data using more sophisticated analysis methods or theoretical frameworks.

c) **RECOMMENDED REVIEWERS:** In a separate, document masked so as not to include any identifying information, please provide the names, affiliations and email addresses of at least 5 potential reviewers for the work.

d) **WRITING AND EDITING:** Write in clear, concise English. The author is responsible for all aspects of manuscript preparation. Extensive editing to the manuscript will not be undertaken by the Editor or during the production process. Authors are strongly encouraged to work with a professional editor in the developmental stages of their manuscript and to employ a copy editor before submitting for review.

e) **REVIEW PROCESS:** The Editor will seek reviews of submitted articles from appropriate experts and will do their best to have the articles reviewed as quickly as possible. Authors are expected to submit recommend 5 potential Reviewers when submitting your original manuscript. Each article will be reviewed by at least two reviewers. Submission implies that the author is willing to consider making any necessary revisions requested by the Reviewer/Editor. Please consult the Review Criteria below as you prepare your manuscript.

f) **REVISIONS:** After your article has been reviewed, the Editor will inform you if any revisions must be made before your article can be accepted for publication. Note that an editorial decision of "minor revisions" indicates the manuscript will be published if authors comply with requested minor changes. A manuscript with minor revisions decision will go back to the editor/associate editor only, and no additional reviews are required before a final editorial decision is made. Authors generally have no more than one month to resubmit a manuscript with a minor revisions decision. Manuscripts with a "major revisions" decision mean that manuscript *may* be suitable for publishing in a *future* form, although that it may not be clear yet what the final decision will be. If authors choose to submit revisions, the manuscript will be sent back for review (to the same reviewers and possibly additional ones). Three outcomes are possible: the manuscript may be rejected after revisions, it may be returned for additional major/minor revisions, or it may be accepted. Authors generally have 2 months to make major revisions to manuscripts.

Revised manuscripts should be accompanied by a separate document organized as a table summarizing each reviewer's feedback and how the feedback was incorporated. A suggested organization is to create three columns: Reviewer Number, Reviewer Comment, and Author Response, with one row for each distinct reviewer comment.

ALL ARTICLES MUST INCLUDE THE FOLLOWING:

a) Author Information should be included for accepted manuscripts ONLY in order to preserve the double-blind review process. Prior to acceptance, authors should replace all self-citations in the text and reference list with anonymous citations, in the style (Author, 2019), etc. Accepted articles should include all authors' full names, affiliations, and e-mail address. In addition, the corresponding author's complete mailing address should be included.

b) *Abstract:* All articles must have an abstract not to exceed 250 words. Avoid using abbreviations, diagrams, and references in the abstract.

c) *Key Words:* All articles should have a list of key (indexing) terms. Three to ten key words or terms not in the title will assist indexers in cross-indexing your article.

d) *Value of Diversity and Inclusion:* Authors may assume that the reviewers and readership of the Journal already values diversity and inclusion in STEM. Authors are encouraged to limit their introductory remarks on these matters in an effort to focus on the manuscript's contributions these efforts. For example, it is not necessary to cite recent statics about underrepresentation in STEM. Authors are encouraged to take an anti-deficit, or assets-based, framing of the populations they study, e.g, Harper, S. R. (2010). An anti-deficit achievement framework for research on students of color in STEM. *New Directions for Institutional Research*, 2010(148), 63-74. The journal especially welcomes research manuscripts that use theoretical frameworks and methodologies appropriate to the study of underrepresented and marginalized populations and/or use intersectional approaches.

e) *Length:* Manuscripts are generally expected to be no longer than approximately 10,000 words. The Editorial Board is sensitive to manuscript length differences based on methodological choices, such as the potential need for qualitative to be work to longer in order to present rich, thick data. Authors who submit manuscripts substantially longer than 10,000 words may be asked by the Editorial Board to reduce the length of their manuscript prior to review or publication.

f) *Required Sections:* As of July 2020, the Journal is requiring two specific sections for each manuscript, a section entitled "Author Positionality/Authors Positionalities" and "Protection of Vulnerable Populations". The author positionality section should discuss the author's intersecting social identities and positionality, and how their positionality influenced the work, to the extent that the authors feel safe doing so. The protection of vulnerable populations section should include measures undertaken as part of the research/writing process to protect those with marginalized or otherwise vulnerable social identities; if no measures were taken to protect these populations, this should be listed as a limitation of the work.

PUBLICATION FEES:

There are no fees payable to submit or publish in this journal. The publisher offers Green Open Access free of charge. More information is available on the Begell House web site.

REVIEW CRITERIA:

In addition to providing a holistic review, reviewers will rate the manuscript on various aspects of the manuscript, using a 6-point Likert scale (strongly agree to strongly disagree).

Abstract
- The abstract is complete and concise.
- The key words are appropriate and complete.

Design and Methods
- If this is a research study, the research method is well-described and applied.
- The author(s) has defined quality measures for the manuscript and communicated these measures clearly.

Conclusions
- The conclusions are well-supported by the results presented.

Contribution to the Field
- The findings are useful for others interested in underrepresentation or marginalization in STEM fields.
- The work is relevant to the field in general and/or context of the place of study (institution, country).
- The work is original or innovative.
- The manuscript discusses implications for research, policy, and/or practice.

MANUSCRIPT DRAFT FORMATTING REQUIREMENTS (FOR INITIAL SUBMISSION AND REVISIONS):

Font: All manuscripts should be submitted in a single Word file that includes all text, figures, and tables in single-column. Please use 12-point type and Times New Roman typeface for all text and figure captions. Please ensure that high quality figures and tables are provided and that any text that is an actual part of the figure be no less than 9-point type.

Tables and Figures: For review purposes, authors are encouraged to submit one main manuscript file with all the tables and figures embedded either within the text or at the end.

Footnotes: Footnotes should be identified in the text with symbols such as * † ‡ § || ¶, and cited consecutively within the paper. If you have many footnotes you can double the suggested symbols.

Headings: Use no more than four levels of headings. Number headings sequentially using numerals, as follows: level 1 headings - 1., 2., 3., etc.; level 2 headings - 1.1, 2.1, etc.; level 3 headings - 1.1.1, 2.1.1, etc.; and level 4 headings - 1.1.1.1, 2.1.1.1.

Equations: Equations should be numbered sequentially. For articles containing more than a few symbols, include a nomenclature list in alphabetical order, with Greek symbols (also in alphabetical order and with a separate heading) following the alphabetical listing in English. The nomenclature section should be placed after key words and before the introduction. All articles must use SI units throughout; English units may be included parenthetically. Equations should not be provided as pictures; use programs such as MathType, Microsoft Equation, etc.

References: The Journal of Women and Minorities in Science and Engineering uses the American Psychological Association, 7th Edition for standard for citations and references. **Incorrectly formatted reference lists or reference callouts in the text will be returned to the author to correct before processing for publication.** More information on APA citations and references can be found at https://owl.english.purdue.edu/owl/resource/560/01/.

ACCEPTED ARTICLE FORMATTING (FOR ACCEPTED ARTICLES ONLY)
After your article has been accepted for publication, please provide your unmasked electronic files in the following format: 12-point type, on US Letter (preferred) or A4-sized pages, double spaced with 1-inch margins all around. Times New Roman is the preferred typeface for text. Acceptable formats for text files are Microsoft Word (using .doc or .docx extension) or LaTeX. All pages should be numbered consecutively, centered at the bottom of each page. Your article should begin with the title information and end with pages containing references, tables, and figure legends. Figures must be submitted in either a separate file containing all figures or individual figure files. All figures must be labeled (example: 1, 2, 3, etc.) clearly for proper placement within the text. Figures can be submitted in the following formats: tiff, jpeg, eps or similar program files. All files should be uploaded onto the submission site using your original username and password. If you have several files to upload you can combine all files into one ZIP file; when you upload the ZIP file the system will automatically extract the files. This process can only be done with ZIP files. Although you can use other compressed software programs (such as RAR) to upload your files they will not

automatically extract files. After uploading your files onto the submission site please remember to click the Submit icon.

LaTeX File: If you are providing your final approved article in LaTeX please follow all the above instructions, but also include a PDF file that is double spaced, only figure captions (no figures) and tables. Figure captions and tables should be placed at the end of the article after the references.

Accepted manuscripts are eligible for rapid online posting if a valid copyright form is received and nothing is missing, such as Word or LaTeX files, applicable figure files, permissions, key words, etc. Along with your program files we ask that you provide a PDF file of the complete article that includes text, figures, and tables. This PDF, which is the accepted uncorrected version of your article will be available on the Begell House Journal Home page, listed under "Forthcoming Articles." Posted articles will include DOI numbers so that papers can be cited and referenced immediately. Authors will receive notification from Begell House when the typeset proofs are available and when the final version is posted. Papers listed under Forthcoming Articles will be removed once the edited and final typeset version is completed and posted online under the appropriate journal volume and issue.

Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. Please note that if a figure or table was previously published the copyright for that figure is usually owned by the publisher not the author. **ALL PERMISSIONS MUST BE UPLOADED WITH THE FINAL DRAFT OF YOUR ARTICLE BEFORE YOUR ARTICLE CAN BE PROCESSED.**

Figures should not exceed the size of the journal pages (size requirements can be obtained by emailing journals@begellhouse.com). Use only Arial and Symbol fonts for text within figures. Acceptable formats for figures are TIFF, JPEG, EPS, or similar program files saved from the original application at 300-700 dpi. Because of the loss of resolution, we do not accept figures embedded in word or PDF. The preferred format is TIFF; however, maintaining a clear quality of the figures is most important. Do not use gray rules, only black. If the text is printed over gray backgrounds for any reason, the gray must be at least 50% lighter than the text. If possible, avoid grayscales entirely. For best results, figures must be submitted at the highest possible quality. Figure captions should be typed at the end of the article, after the references. The author can submit color figures that will appear in color online, but will print in black and white. Color reproduction of figures is possible at the author's expense; rates will be provided upon request. If you are providing color figures and do not want to pay to print the figures in color, please do not refer to the colors when describing the figure in the text or figure caption. Please be sure to call out all figures in the text in numerical order.

Tables cannot be embedded in the text or provided as a picture. Provide tables at the end of the article and be sure to call out the tables in numerical order in the text. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below the table. All units must be included.

The copyright form can be found when you upload your original manuscript files or on the Authors Hub website at http://submission.begellhouse.com/help/hub.html. Each article submitted for publication must include a signed copyright form. All accepted articles, artwork, and photographs become the property of the publisher. We also require that you fill out a transmittal form. The transmittal form can be found when your article has been accepted for publication and you upload your final files. The transmittal form includes the following information: article title, short title for running heads, key words (3 to 10), and all author names (include affiliation and e-mail addresses). Corresponding authors must include their complete mailing address, e-mail address, telephone number, and fax number.

Generative AI Declaration: Authors should only use generative artificial intelligence (AI) and AI-assisted technologies to improve readability and language in the writing process. AI can produce legitimate-seeming text that may be factually incorrect and problematic in other ways.

Authors must disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by adding a statement at the end of the main manuscript, prior to the references section. The statement will appear in the published article. Authors are ultimately responsible and accountable for the work, regardless of the tools used.

The statement should read:

During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication.

This declaration is only needed if AI was used in the writing process. It is not needed for the use of basic tools for checking grammar, spelling, references, etc. It is also not needed for the use of AI tools to analyze data as part of the research process. If there is nothing to disclose, there is no need to add a statement.

Corresponding authors will be notified by email when the typeset proof of their article is ready for them to review. Please note that due to the high security that some affiliations have on their email programs this email may go into your spam/junk folder; please check. Upon receipt of the email please log on to the submission site to review the proofs. After reviewing your author proof, you must return to the submission site to either approve your article as is or upload your corrections. If approving your article as is, log on to the submission site, click on the article, click Submit, follow the prompts to the comment field, in the comment field, indicate that you are approving the article as is, then click Submit. If you are providing corrections, log on to the submission site, click on the article, upload your corrections file, click Submit, and follow the prompts to submit the article to the typesetter. Alterations made in the proof stage should be absolutely minimal. If the author makes numerous revisions to the author proof, they will be charged a fee of $25.00 per hour (please see the cover letter provided with author proofs). Typesetter mistakes will not be charged to the authors. We usually request that corrections be returned within 48 hours (not including weekends or holidays). If more than 48 hours is needed, to return your corrected proofs, please contact journals@begellhouse.com as soon as possible.

An order form for offprints, copies of issues, subscriptions, and color figures will be sent to the corresponding author with the author proofs. Authors who wish to purchase any of the above should fill out the order form and return it with author's corrections. Corresponding authors are asked to provide their co-authors with the above information. Corresponding authors will receive a complimentary PDF file of their article upon publication of the journal issue in which the article will appear. This PDF file is for your own personal use and cannot be posted on any other websites or used for distribution purposes. If the corresponding author does not receive their complimentary PDF of their article, within 3 months after receiving their page proofs, they should notify Begell House immediately. Begell House will not honor claims for missing complimentary PDFs after the year in which the article is published.