JMRL EDITOR'S GUIDE

Journal of Multidisciplinary Research & Literacy
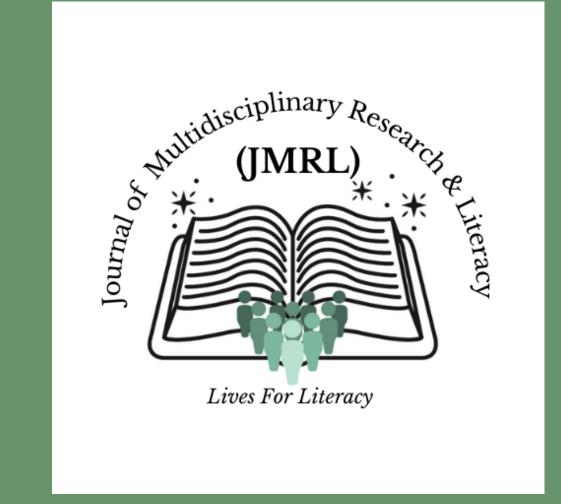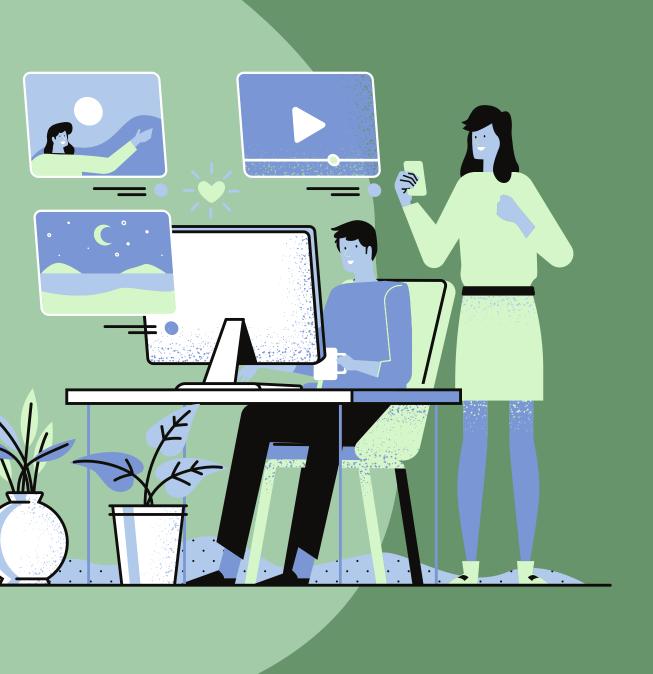**(JMRL)**
Lives For Literacy

1 JMRL Submission Guidelines

2 Editor's Checklist

3 Editor Reminders

4 Sources

Editor's will make an initial assessment and communicate with the JMRL team.
Please reach out if more resources are needed!

FIRST STEPS

1 Once you are assigned a manuscript, you should receive an email notification to your Lives for Literacy email.

2 Download and make a COPY of the manuscript attached under "Submission Files".

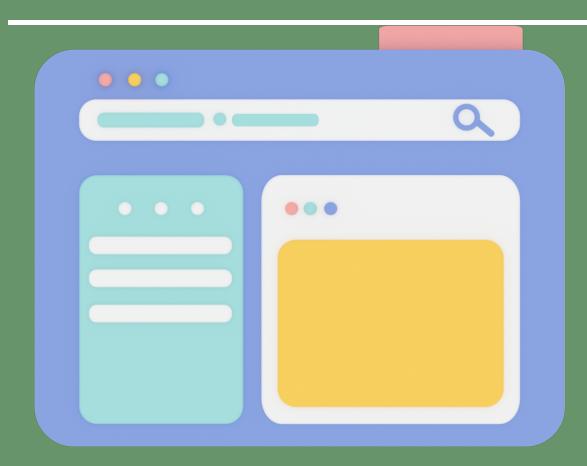**3** Before making any changes to the word document, turn on TRACKED CHANGES. (Review>Tracking>Tracked Changes>Turn on). This will ensure the author can see all the changes you made to their document. Make sure to remind the author to do this as well once they start making revisions.

4 Make suggestions, ask questions or add encouraging comments by selecting text and clicking "New Comment".

5 Once you are done with your edits, save the document and send this edited copy to the author via OJS. You can also start discussions with by clicking "Add discussion" under the Pre-Review Discussions section. Make sure to include Sophia as a participant in these discussions.

6 When the editing stage is complete (usually determined after going through several rounds of editing back and forth), you can decide to send the manuscript to the review stage by clicking "Send to Review". Once you press this, you will no longer have control over the manuscript. It will be returned if and once the manuscript has passed peer-review and is at the copyediting stage.

JMRL SUBMISSION GUIDELINES

Checklist:

1. Check if the manuscript follows the submission guidelines laid out by JMRL

https://l4l.journals.publicknowledgeproject.org/index.php/l4l/guidelines

☐ Adequate structure

- Does the formatting fit the general guidelines of the journal?
- Are all the elements of the manuscript present?
  - Title, authors, abstract, introduction, methodology, results, discussion, conclusion, acknowledgments, and references?
  - Elements may differ depending on the type of manuscript that was submitted

☐ Format

- Times New Roman, 12 point font, double-spaced
- Include figures and tables in manuscript (also sent separately)
- All papers should be written in third person (excluding the acknowledgments)
- Citation style - APA

☐ Violations and plagarism

- Ethical/legal concerns
- Ethics policy
  - Anonymous surveys (must provide project information and space informed consent)
  - Video/audio survey or face-face interactions (informed consent)
  - Animal ethics?
- Plagarism detected?

EDITOR'S CHECKLIST

Questions to consider.......

☐ The first read-through

- Check the structure and flow of information
- Is the manuscript an adequate length? (not unnecessarily long)
- Anything that impedes the clarity?
- Is the writing unbiased?
- Correction, organization or other modifications to the information to change the way it is presented

☐ English language edits

- Grammar
- Spelling
- Punctuation
- Overuse of jargon (sentences should be straightforward)
  - Removal of unnecessary words/details
- Awkward phrasing, run on sentences

☐ Proofread (Second read-through)

- Are there any missing required components?
- Checking with a "fine-tuned comb"
- Is the author using an active voice?
- Are the in-text citations correct and follow the right format?
- Consistent use of facts, data and scientific units

☐ Constructive Criticism

- Point out common writing themes that the author may improve upon in the next draft
  - passive or weak language
- Are any of the ideas not clear or expanded upon enough?
- Any suggestions on changing the format?

EDITOR REMINDERS

1 Read the whole thing thoroughly (perhaps on more than one occassion)

2 Focus on what the writer can improve on in the next draft (common themes: passive or weak language)

3 Be responsible, professional and impartial
- Make sure edits are done in a timely manner
- Editors have the role to screen the manuscript before it is sent to the reviewer (obligation to confirm a submitted manuscript contains no grammatical errors or any obvious technical flaws)

4 Make sure to add encouraging comments and compliments. Point out the parts that you liked about the author's writing!

Please make sure to treat the author's work the way you would want yours to be treated!

SOURCES:

HTTPS://BLOG.WORDVICE.COM/TOPIC/THE-PROOFREADING-AND-EDITING-PROCESS-FOR-JOURNAL-MANUSCRIPTS/

HTTPS://PKPSCHOOL.SFU.CA/COURSES/BECOMING-AN-EDITOR/