

Instructions for Faculty Mentors – *Incite* Journal of Undergraduate Scholarship

Thank you for agreeing to mentor a student as they prepare their submission for *Incite*. Your guidance is crucial in helping students navigate the academic writing and editing process and ensuring that their work meets the standards of scholarly publication.

You may also wish to review the Instructions for Students document.

Student research submissions may include, but are not limited to:

- Senior seminar research papers/projects
- Original research projects
- Literature reviews
- Research papers done for coursework
- Translations
- Write ups of any other type of research study
- Research proposals
- Research articles

If your student would like to publish original written, creative work (fiction, poetry, plays, etc.), we encourage them to explore Longwood's undergraduate-run literary magazine, [A Common Place](#).

Mentorship and Guidance

As a faculty mentor, your primary role is to guide your student through the entire research, writing, and editing processes. This includes:

- Guiding them through the research and data collection process (if applicable).
- Providing feedback on early drafts to help the student refine their arguments, structure, and clarity.
- Giving the student instructions about the acceptable uses of AI for their paper. Be sure the student includes an AI Statement. See the *Incite* AI Policy for more details.
- Assisting with revisions, ensuring that the paper is well-organized, clear, and free of grammatical errors. You may ask the student to visit Longwood's [Writing Center](#) for help. See the *Incite* Style Guide for more details on formatting, citations, etc.
- Reviewing and "signing off" on the paper before it is submitted to *Incite* via Digital Commons (the first time).
- Helping the student understand and implement editorial feedback.

- Reviewing and "signing off" on the paper before it is submitted to *Incite* via Digital Commons (the second time). Do remember that your name will appear next to the students' on the final version of the journal.

Submission Process

Once the polished paper is ready, your student will upload it to Digital Commons on the [INCITE: The Journal of Undergraduate Scholarship Initial Submission site](#).

Along with their submission, your student must also submit a Cover Sheet. Note that this document requires a signature from you. Your signature indicates that you support their submission and believe that it is worthy of publication in *Incite*.

After submission, a member of the *Incite* Editorial Board will provide suggestions for revisions. Your student should receive a notification via Longwood email in late January when their feedback becomes available on Digital Commons.

We strive to match students with a board member who has relevant subject matter expertise, though there is not always a perfect match. Please note that in cases where no suitable board member is available, we may ask volunteers from other parts of the university to review the paper. If you would like to review submissions for *Incite*, please reach out to *Incite* Editor, Dr. Hannah Dudley-Shotwell shotwellhg@longwood.edu.

Handling Editorial Feedback

Students may occasionally receive feedback from the *Incite* Editorial Board that is more than they can realistically incorporate. As the faculty mentor, your role is to help the student prioritize which suggestions to address. Use your discretion and knowledge of the student's abilities to guide them in making meaningful revisions while maintaining the integrity and intent of their original work. You may also wish to help your students understand the differences between publishing in *Incite* versus publishing in an academic journal in your field.

Ultimately, the decision on which revisions to implement is up to you and the student. Final resubmissions are due in mid-February.

Resubmitting

In most cases, your student will need to submit a revised paper as a **Word file** on Digital Commons. Students must resubmit the Cover Sheet as well. Your signature on the resubmitted Cover Sheet serves as your approval of their revisions.

Encourage your student to take special note of the Style Guide at this time, particularly the section on Images.

Working in consultation with your mentor and the Editorial Board, the *Incite* Editor, Dr. Hannah Dudley-Shotwell, will make a final decision about acceptance to the publication.

Award Eligibility

Faculty mentors whose students submit to *Incite* are eligible for a mentoring award. This award is based on feedback from the student author and the overall quality of the mentorship experience as observed by the Editorial Board. The board will ultimately choose the award recipient.

Your mentorship is vital to the success of our students and the quality of *Incite*. We appreciate your time, expertise, and dedication to guiding the next generation of scholars.

Celebrate Your Student

There are several awards for students who publish in *Incite*. Students are automatically eligible if their submission is published and do not need to do anything to apply.

Students whose work will appear in *Incite* or who have won an *Incite* award will be listed as such in the Spring Student Showcase for Research and Creative Inquiry program. This event takes place in late April. There, you will also receive printed copies of *Incite*.

We're thrilled to have you as part of this process. If you have any questions or concerns, don't hesitate to reach out to *Incite* Editor, Dr. Hannah Dudley-Shotwell at shotwellhg@longwood.edu.

Good luck, and we look forward to seeing your student's work!

AI Statement:

*I provide this statement as an example for faculty mentors who may need to ask their students to provide something similar, depending on the parameters they set for their student regarding the use of AI in their submission. See the **Incite AI Policy**.*

In developing the guidelines for faculty mentors of students submitting papers to *Incite*, I utilized OpenAI's ChatGPT to assist with drafting the content. Specifically, I provided the AI with a detailed outline of the requirements and expectations for the mentors, including the mentoring process, submission procedures, and award eligibility.

ChatGPT was used to generate a draft of the guidelines based on the information I supplied. I then reviewed and refined the draft to ensure it accurately reflected the needs of the *Incite* journal and provided clear instructions for the faculty mentors.

No additional AI tools were used in this process, and the final content was thoroughly reviewed and approved by me.
