Publishing in the *Engineering Design Graphics Journal* for International Authors[1]

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Introduction

The *Engineering Design Graphics Journal* (*EDGJ*) is the official publication of the Engineering Design Graphics Division of ASEE (2012). It is published three times each year: fall, winter and spring.

The *Journal* is devoted to the advancement of engineering design graphics, computer graphics, and subjects related to engineering design graphics in an effort to:

1. Encourage research, development, and refinement of theory and applications of engineering design graphics for understanding and practice.

2. Encourage teachers of engineering design graphics to experiment with and test appropriate teaching techniques and topics to further improve the quality and modernization of instruction and courses.

3. Stimulate the preparation for articles and papers on topics of interest to the membership (Engineering Design Graphics Journal, 2012).

Manuscripts submitted for publication are subject to blind peer review by the *EDGJ* editorial review board.

Method

Preparation of manuscripts intended to be published in the *EDGJ* is guided by the latest edition of the *Publication Manual of the American Psychological Association* (2009).

Evaluating content. Prior to submission, authors should determine whether the research makes a significant contribution to the field.

Design and reporting research. When preparing manuscripts authors should familiarize themselves with the criteria and standards used by the journal to evaluate manuscripts.

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[1] Parts of this paper were originally published and presented during session AC 2010-520, New Engineering Educators Division, 2010 ASEE Annual Conference (Chin & Study, 2010) and later at the 9th Annual ASEE Global Colloquium on Engineering Education.

Authorship. As early as possible, the following should be established: (a) who is to be listed as an author, (b) in what order the authors are listed, and (c) who will receive alternative forms of recognition.

Types of manuscripts. Journals, like the *EDGJ*, are primary publications and normally publish the results of (a) empirical studies, (b) review articles, (c) theoretical articles, (d) methodological articles, and (e) case studies.

Length, headings, and tone. Authors should consider the potential manuscript's length, headings, and writing tone with regard to the targeted journal.

Parts of a manuscript. Manuscripts of empirical studies normally consist of; title page, abstract, introduction to the problem, methods, results, and discussion. Manuscript titles and author information, along with the abstract, are key to the indexing and retrieval of articles.

Editorial style. To ensure resulting articles are clear and consistent from article to article, issue to issue, and volume to volume, authors are asked to abide by a particular editorial style.

Manuscript preparation. Minimally, the following must be considered when preparing a manuscript for publication in the *EDGJ*: (a) typeface and size, (b) line-spacing, (c) margins, (d) order of manuscript pages, (e) page number and page headers, (f) corrections, (g) paragraphs and indentations, (h) use of uppercase and lowercase letters, (i) headings, (j) spacing and punctuation, (k) seriation, (l) quotations, and (m) statistical and mathematical symbology. Instructions are also available for the preparation of the (a) title page; (b) abstract; (c) text; (d) references; (e) appendices; (f) footnotes and notes; (g) tables and table titles, notes, and rules; (h) figures and figure captions; (i) spell checking; (j) and the cover letter.

Author responsibilities. Prior to submission, authors need to thoroughly proofread their manuscript. Setting it aside for a few days helps the author identify opportunities for improving the manuscript.

Online submission. Virtually all publishers request electronic manuscripts prepared with the aid of a computer, including the preparation of figures and tables.

Manuscript acceptance and production. Upon acceptance of a manuscript for publication, the editor may request of the author(s) some or all of the following: (a) copyright transfer, (b) certification of authorship, (c) disclosure of interests, and (d) letters of permission from copyright holders.

Post publication considerations. Once the manuscript has been published, there is an expectation authors respond to inquiries from readers regarding their research.

Results

After the manuscript is submitted, authors are made aware of the review timeline. If an author receives no acknowledgment of receipt of the submission, it is best to follow up with an email or phone call. Once acknowledged, it is neither necessary nor appropriate to contact the editorial staff multiple times to check on the submission's status unless the estimated deadline has passed.

The members of the *EDGJ* review board are conscientious in their work and strive to give detailed reviews based on specific criteria including; significance of topic, quality of ideas,

methodology and design, and grammar/spelling. Some of the most frequent comments from reviewers that require revisions or result in rejecting a manuscript include:

1. Topic does not fit the journal scope or readers' interest
2. Research results do not add anything new or are not applicable to the engineering education community
3. Author has not included references to major resources and significant prior research on the topic
4. Sample size does not support claims of statistical significance
5. Manuscript is not scholarly, i.e. it does not have hypotheses or conclusions, or only proposes research with no results
6. Stated conclusions are not supported by given data
7. References, data, software, hardware, and techniques are not current
8. References are not in the appropriate format; the *EDGJ* requires APA format
9. Poor quality graphics, confusing charts, and mislabeled figures
10. Multiple grammatical and spelling errors, along with poor clarity of expression

Discussion

At one time or another, and usually countless times over the span of a career, authors have submissions rejected for publication. No one enjoys this, but one of the most important things to keep in mind is not taking it personally; put the review and rejection notice aside, and revisit it later with a more objective eye. Maintaining a professional demeanor is important. The following list of what not to do is based on actual inappropriate reactions from authors whose work was rejected:

1. Do not immediately contact the editorial staff to express your frustration; take time to consider your response and if you still feel the need to make contact, do so in a constructive manner
2. Do not request names of reviewers, this violates the integrity of the blind review process; and do not look up names of review board members and contact any or all of them individually
3. If you happen to meet a member of the editorial staff or review board at a conference, do not approach them in a confrontational manner
4. Although tempting, do not make disparaging comments about the journal, the editorial staff, or reviewers to friends and colleagues; it truly is a very small world and word gets around

On the positive side, if you do not receive an outright rejection, but suggestions to revise and resubmit, carefully consider the feedback, make the changes and resubmit the manuscript. Occasionally there may be conflicting feedback from reviewers but these conflicts are usually stylistic and most comments tend to be consistent on major points. For conflicting feedback, use your best professional judgment on how to incorporate the feedback.

Not all journals have the same rules or methods of editing work but common mistakes and incorrect assumptions of authors, both new and experienced, who have submitted to the *EDGJ* include:

1. Expecting the journal staff and/or reviewers to correct grammatical and typographical errors
2. Requesting the journal staff edit graphics files or recreate tables and forms in preparation for publication

3. Not keeping to deadlines nor replying to requests for additional information in a timely manner

While manuscripts for the *EDGJ* use social and behavioral sciences formatting, rather than natural sciences, authors must still clearly and concisely communicate in order to maximize the value of their contributions. Publication manuals and journal specific guidance help to facilitate this process and help ensure accumulated knowledge can effectively be stored and retrieved. As a result, researchers are more readily able to truly contribute new knowledge and avoid unnecessarily replicating work already completed.

References

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