

Guidelines for submitting a draft of the M.A. Paper In the Comparative Literature Department

1. Given the importance of learning to write for publication, the paper is to be presented in the format of journal article (see below).

- A. Identify a specific, appropriate peer-reviewed academic journal in your field and prepare the paper as an article for that journal. This means the paper should be as suitable to this journal as you can make it.**
 - The paper should follow the journal's format, its expectations for length, its subject-matter, its tone or level or nature of discourse and documentation.
 - The paper should be accompanied by a cover-letter or formal email/message, just as you would prepare the letter if you were actually sending this paper to this journal.
 - The paper should also include an abstract of no more than 300 words, as well as a list of 4 to 6 keywords.
 - The paper should have been carefully proofread in every respect.
- B. The paper should be handed in to your evaluator along with:**
 - The journal's "instructions to contributors" or "information for authors" (the journal's guidelines for submissions)
 - A sample article from the journal – an article that helps to make the case that this is a good choice of outlet for your own paper
 - A copy of the journal's entry in the MLA Directory
 - A copy of this form
- C. The journal should be among those listed in the *MLA Directory of Periodicals* (available through the LIAS e-resource list).**

2. The process envisions first and final drafts of the paper, giving you the chance to incorporate changes mandated by your evaluator. First and final drafts of the paper are to be submitted by the deadlines listed below. Be sure to inform the graduate secretary and/or director when you have submitted your reading list and drafts. Rough drafts are due 4-6 weeks into the semester, final drafts 4-5 weeks before the semester ends. Missing deadlines may cause your graduation to be delayed.

3. The paper will be read by a department faculty member familiar with the subject area. He/she will then write a brief "reader's report" similar to those which journal editors ask journal referees to supply. This report will be returned to the department for the student's file. A final corrected copy of the paper must be turned into the department.

In reality, as the outcome of this process the student may submit this article, in this form, to this journal – or not. The Department recognizes that not all M.A. students will have a paper of appropriate expertise for publication in a strong journal by this time (after 3 semesters' graduate coursework). However, by this time all M.A. students should be able to show that they can write a good comparative paper, that they can analyze journals in order to identify appropriate places to publish, and that they can present their work in a professional and polished manner.

JOURNAL ARTICLE RATING SHEET

(Used for Evaluation of M.A. Papers)

TO THE STUDENT:

Fill in the top part of this form. Give it, along with (1) a copy of the department guidelines, and (2) your paper and the additional items specified in Guideline 1.B., to the Comparative Literature faculty member in the department who has agreed to review it for you.

Title of Article _____

Author of Article _____

Name of Reviewer _____

TO THE FACULTY MEMBER:

The process envisions first and final drafts of the paper, giving you the chance to suggest improvements. However, you may at your discretion consider the first draft to be the final draft. In commenting on the first draft, use the form below or any other format you find appropriate for conveying your remarks to the student.

For the final draft, using the form below, please review this paper as you would do if a journal editor sent it to you for evaluation. Return the form to the department along with the student's paper and additional items indicated above. We will give a copy of your evaluation to the student and put it in his/her file. Thank you.

RATING SCALE

Very Good 6 5 4 || 3 2 1 Very Poor

(Is worthy of publication) (Is not worthy of publication)

If you believe that the article requires major revisions to make it publishable, you should rate it accordingly and explain why the article is deficient.

COMMENTS

Signature _____ Date _____