

# Journal of Opinions, Ideas & Essays (JOIE): Guidelines for Authors

## General Submission Rules

The submission process is begun when the author submits his or her article following the instructions on the *JOIE* website. Articles should be well written and appropriate for a general audience. *JOIE* can also accept illustrations, slide presentations, videos, and other visual features. There are minimal regulations on format, length, and design of the articles – a submitted article must be in a format that can be converted to a pdf. Once published in *JOIE*, articles may not be removed, though they may subsequently be published by the author elsewhere in either print or electronic form without the consent of the *JOIE* editor-in-chief. Accepted material will be published as it is approved rather than according to set intervals. Accepted articles will be searchable via the University Digital Conservancy (UDC) homepage, as well as through Google and other search engines. Submissions to *JOIE* or questions concerning the journal should be directed to the editor-in-chief.

## Authorship Qualifications

Any person in the University of Minnesota (UMN) community is eligible to submit a piece to *JOIE*. Qualified authors include academic (faculty and P & A) and civil service and union employees, active and retired, as well as UMN alumni. The editor-in-chief will confirm the author's UMN association via internet search (LinkedIn, Google, Facebook, etc). A small number of articles from outside the UMN community are accepted each year.

## Process of Editorial Review and Decision

Submissions will be reviewed by the *JOIE* editor-in-chief and members of the editorial committee. *JOIE* is a journal intended for a general audience and, therefore, articles should be understandable to readers of any educational/professional background. Authors should expect a decision within two weeks of submission.

## Submissions That Are Acceptable for Review

Submissions may include, but are not limited to, original short stories, poems or photographs; essays on current events or University history; section from a thesis; life/University experiences; or a travelogue. Articles that have been previously added to another collection in the UDC are eligible for publication in *JOIE*.

## Submissions That Are Not Acceptable for Review

Submissions that will not be scheduled for review by the editorial committee include, but are not limited to, the following: poor quality, overtly political, pornographic, obscene, or overtly controversial. Declining to review or publish a submitted article is a decision made by the editor-in-chief.

## UDC Deposit Agreement and Rights for Authors and the Journal

For articles published in *JOIE*, authors must sign a deposit agreement for the UDC. As described in the deposit agreement, in consideration for publication, authors agree to the following: Authors will grant a nonexclusive license in their work to *JOIE* and the UDC. Such a license gives *JOIE* and the UDC the necessary rights to publish, distribute, archive, and preserve the work. However, since the license is nonexclusive, all of the rights will still also belong to the creator, who may use the piece as they wish, and may be granted other licenses as desired. The result of this license agreement is that the author, the journal, and the UDC will each have broad rights to the work.