

Food-Fueled Submissions



Editing Guide



Overview



This document outlines the guidelines *Food-Fueled* editors must adhere to when reviewing submissions. Unless stated otherwise, these guidelines apply regardless of submission type, genre, or category. Any changes/revisions to this document must be reviewed by all members of the *Food-Fueled* editorial board.

Document Organization



All submissions to *Food-Fueled* must be sent as **Microsoft Word Documents** to **submissions_ff@american.edu**. If contributors send their papers in other formats, editors will request that they resubmit them as Word Documents prior to the editing process. Edits and comments will be added through the **Microsoft Word “Comments” software**; the only direct changes editors will make to submissions are correcting spelling, punctuation, and grammar errors. All other edits/suggestions will be added as comments which contributors must approve.

Editing Checklist



Style & Font	<ul style="list-style-type: none"><input type="checkbox"/> Headings in Times New Roman, 12 pt. font<input type="checkbox"/> Body Text in Times New Roman, 12 pt. font<input type="checkbox"/> Footnotes in Times New Roman, 10 pt. font<input type="checkbox"/> Visual Descriptors in Times New Roman, 10 pt. font<input type="checkbox"/> No personal pronouns present*<input type="checkbox"/> Submissions are broken down into sections with subheads<input type="checkbox"/> Paragraphs are of appropriate length (150-200 words)
Spelling & Grammar	<ul style="list-style-type: none"><input type="checkbox"/> All words are spelled correctly according to Merriam-Webster's Collegiate Dictionary<input type="checkbox"/> Word choice is appropriate and meaningful<input type="checkbox"/> Sentence structure is varied appropriately<input type="checkbox"/> Common grammar mistakes are eliminated ("to" vs. "too"; "they're" vs. "their"; "affect" vs. "effect", etc.)
Punctuation	<ul style="list-style-type: none"><input type="checkbox"/> Every sentence is ended with a punctuation mark<input type="checkbox"/> Footnotes are outside of punctuation marks<input type="checkbox"/> Direct quotes are punctuated correctly<input type="checkbox"/> Commas are used appropriately**
Citations & Structure	<ul style="list-style-type: none"><input type="checkbox"/> All direct quotes, paraphrases, or ideas inspired by another work must be cited<input type="checkbox"/> All citations are in Chicago: Notes & Bibliography, 17th edition<input type="checkbox"/> All footnotes and bibliography entries are accurately punctuated<input type="checkbox"/> A bibliography is present at the end of the submission featuring all works referenced or consulted<input type="checkbox"/> Plagiarism and unethical research practices are not permitted
Visuals	<ul style="list-style-type: none"><input type="checkbox"/> All added visuals are accurately cited<input type="checkbox"/> Visual descriptors are below each added image<input type="checkbox"/> Visuals are clear, easy to read, and are of high quality
Content	<ul style="list-style-type: none"><input type="checkbox"/> Self-plagiarism and redundant publication in other academic journals will not be considered
Peer Review***	<ul style="list-style-type: none"><input type="checkbox"/> Confirmation of adequate peer-review

*exceptions made for personal prose and poetry pieces

**Oxford commas are permitted within *Food-Fueled's* standard

***Only as needed

Editing Timeline



One Week After Submission	<i>Editors will send email confirmation to contributors that their submission was received.</i>
Two Weeks After Submission	<i>Editors will send an email to their assigned contributors accepting or rejecting their submission. At this point, if peer review is needed, Food-Fueled will begin with an open peer review.</i>
One Month After Submission	<i>Submissions will be returned via email to the contributors with the first round of edits. Contributors have one week to review these edits and accept/reject them.</i>
Six Weeks After Submission	<i>Submissions will be returned via email to the contributors with the second round of edits. Contributors have one week to review these edits and accept/reject them.</i>
Eight Weeks After Submission	<i>The final draft of each contributor's submission will be returned to them for final review. Contributors have one week to approve the final draft and consent to publication.</i>
End of Spring Semester	<i>Submissions are officially published by Food-Fueled on the Wordpress site!</i>
Post-Publication	<i>Editors will consider corrections to published submissions for purposes of validity or clarity. Editors will consider retractions if published submissions features errors/flaws that affect the integrity of the scientific record.</i>



