

## *Clocks and Clouds Submissions Procedures* **Spring 2012**

**Submissions Process:** Submissions should be sent electronically to [clocksandclouds@american.edu](mailto:clocksandclouds@american.edu) by **February 12<sup>th</sup> at 11:59pm EST** attached as a Microsoft Word (.doc or .docx) file. **Submissions must conform with the official policies** listed on the reverse of this document; please note requirements for title page, abstract, and citation style.

**Review Process:** All submissions will have personally identifying information removed and will be sent to three anonymous student reviewers who are knowledgeable on the subject of the article and the research methodology employed. These reviewers will read the work, score it on six dimensions, and provide the editor and the author with comments and recommendations on its suitability for publication.

Based on the feedback from reviewers and editorial staff, the editor will make initial decisions on publication. These decisions will fall into four categories: 1) accept 2) accept with minor revisions 3) reconsider with major revisions 4) reject. Articles that require minor revisions will be accepted for publication pending appropriate changes, while articles that require major revisions may or may not be accepted for publication depending on the strength of the revisions made by the author

After authors revise their work and resubmit it, it will be reassessed by the same panel of peers. The editor will make final publication decisions with advice from reviewers and editorial staff. Authors can expect the following tentative schedule for spring 2011:

Submissions due: Sunday, February 12<sup>th</sup>, 11:59 PM EST  
Initial decisions sent to authors: Monday, March 5<sup>th</sup>  
Revisions due: Sunday, March 18<sup>th</sup>, 11:59 PM EST  
Final decisions sent to authors: Monday, April 2<sup>nd</sup>  
Journal is released: Friday, April 27<sup>th</sup>

## ***Clocks and Clouds* Official Submissions Policies**

### **Spring 2012**

**Topic:** *Clocks and Clouds* is an undergraduate journal of political science, international affairs, and public policy. It publishes articles in fields including American politics, comparative politics, international relations, legal studies, conflict resolution, international development, U.S. foreign policy, international communication, public policy, public administration, and political theory.

All submissions should make an original contribution to the field of study. *Clocks and Clouds* does not publish literature reviews, policy briefings, memos, or essays. Submissions may use any accepted methodology, quantitative or qualitative.

**Eligibility:** *Clocks and Clouds* publishes work completed by American University undergraduate students. Students who have graduated or transferred from American University within one year of the submission deadline may submit work completed while an undergraduate at the university. Students who have transferred to American University may submit work completed at a previous institution.

All research must comply with the American University Academic Integrity Code and be in compliance with the AU Institutional Review Board policies. Submissions may be based on previous class work or work presented at conferences and research seminars, but may not be based on work previously published in an academic journal or similar printed source.

Students in a combined B.A./M.A. program may only submit work substantially completed before finishing the requirements for the B.A. and may not submit work completed for a 600- or 700-level class.

**Format:** All submissions must follow the Chicago Manual of Style format and use in-text parenthetical citations. Papers should be double-spaced in Times New Roman 12-point font with 1-inch margins. All papers must be written in American English.

Submissions should also include a title page and 200-word abstract. The title page should contain the author name, submission title, author major and minor, and expected graduation date; for submissions based on papers completed for a class, course name, professor name, course and section number, and semester taken should also be included. All personally identifying information should be removed from the body of the paper before submission.

**Length:** Submissions should be between 4000 and 8000 words in length

***Clocks and Clouds Evaluation Rubric***  
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Contribution to Existing Knowledge

- Does the author clearly explain what makes the topic important?
- Has the author omitted any relevant and important topics?
- Does the author dedicate space to unnecessary topics or inappropriate sources?
- Are concepts accurately tied to their sources?
- Does the review synthesize, rather than summarize, findings of the literature?
- Does the review identify weaknesses with existing research?

Theoretical Richness

- Are the author's hypotheses and theory clear?
- Does the author identify all variables of interest and exclude trivial variables?
- Does the hypothesis address issues identified in the literature review?
- Is the argument original, insightful, plausible, and ambitious?
- Are models described in a thorough but easily understandable way?

Methodological Strength

- Is the method of analysis appropriate for the data?
- Are variables operationalized in a reliable, valid, and justifiable manner?
- Are cases and samples selected with a sound and sufficiently described method?
- Is evidence from reliable sources?
- Does the author identify and defend assumptions behind the analysis?
- Is supporting evidence specific enough to exclude rival hypotheses?

Soundness of Conclusions

- Does the author's evidence support the conclusion?
- Has the author convincingly addressed weaknesses and alternative explanations?
- Do conclusions extrapolate beyond the data to suggest more general patterns?
- Does the author identify avenues for further research?

Organization and Readability

- Are the author's thoughts well written and easy to understand?
- Does the paper contain the standard sections of an academic article (abstract, introduction, literature review, study design, analysis, and conclusions)?
- Does the introduction accurately explain the argument and structure of the paper?
- Does the conclusion summarize and discuss the argument and findings?
- Are there any sections that are too long or too short?

Technical Requirements

- Does the paper follow the Chicago Manual of Style using parenthetical citations?
- Does the paper follow Clocks and Clouds submission guidelines?
- Are there any spelling, grammar, or punctuation errors?