

Summit City Journal FAQ

Introduction:

This FAQ provides key information about submitting work to the *Summit City Journal*, including accepted materials, the publication process, and submission guidelines. For any additional questions, please contact us at scj@pfw.edu.

Q: What kinds of materials can be submitted?

A: The *Summit City Journal* (SCJ) welcomes a wide range of research and creative works, including but not limited to:

- Research essays
- Visual works (paintings, photography, digital media, sculpture, ceramic, etc.)
- Multimedia projects
- Design work (graphic design, architectural models, fashion concepts, etc.)
- Performing art projects (such as music, theater, or dance)
- Creative writing (poetry, short stories, scripts, etc.)

If you have a submission that doesn't fit these categories, we encourage you to reach out—we're always open to diverse and unique works!

Q: What are the steps to having my submission be published?

A: After you submit your work through our submission form, our editorial team will begin by reviewing it for clarity and formatting. Then, a faculty reviewer will evaluate the content for quality. If revisions are needed at either stage, the *Summit City Journal* will provide feedback and return the submission to you, giving you the opportunity to make any necessary changes. Once finalized, your work will be prepared for publication and formatted to fit the journal.

Q: Who could be considered a faculty mentor?

A: A faculty mentor is a faculty member who has guided or supported you throughout your project. This could include overseeing your research, providing feedback on your creative work, or assisting you in developing your final submission. While a faculty mentor plays a supportive role, the final project should reflect your own effort and ideas.

Q: If my work is already published somewhere else, can I still publish with the SCJ?

A: Since the *Summit City Journal* only requires nonexclusive rights to publish your work, you retain full copyright and can submit it elsewhere. However, because *SCJ* is an Open Access journal and requires a Creative Commons license, you should check the policies of any future publishers to ensure they accept previously published work under these terms.

Q: How can I submit a 3D piece?

A: The *Summit City Journal* accepts 3D works through a partnership with the Helmke Library Digital Arts + Humanities Lab, which allows us to publish 3D scans of items like pottery, jewelry, metalwork, and more. To submit a 3D piece, start by writing an artist statement that follows the guidelines in our Style and Author Guides. Then, fill out the standard submission form. After we review your submission, we'll reach out to coordinate a time for scanning your work and preparing it for publication.

Have more questions?

If you need further clarification about the submission process or specific requirements, please don't hesitate to contact us at scj@pfw.edu.