

How to Submit an Article to *Findings from the Field: A Middle School Journal of Science Research*

I've finished my article! What do I do next?

Step 1: Self-Review Use the article rubric to check your work. Revise your work until you are able to meet expectations for each category.

Step 2: Teacher Review Submit your article to your teacher for review and grading. Make any changes recommended by your teacher.

Step 3: Submit your article Post your paper to the Vital Signs Project Bank for peer review.

1. Log into your Vital Signs account at: <http://vitalsignsme.org>
2. Go to the tab, "Create, Share, Connect."
3. Click on "Share your projects."
4. In the "Share your projects" box on the next screen, click on "Post my project."
5. Upload your article. Use the following format:
 - a. In the "title" section, write "Findings" followed by the title of your article.
 - b. Copy your abstract into the "Description" section.
 - c. Select project type "Journal articles"
 - d. Fill out your city or town and school name.
 - e. Enter species information only if your article focuses on a specific species.
 - f. Copy your works cited page or bibliography into the "sources I used section" or just type in "See my article for works cited."
 - g. Upload your project where it says. "Documents."
 - h. Click "Save" to post your article!

Step 4: Peer Review

1. Find articles from other students to peer review.
 - a. Go to the Vital Signs project bank: <http://vitalsignsme.org/project-bank>
 - b. Under “Browse by type of project,” select “Journal articles”.
 - c. Select the article assigned to you by your teacher OR choose your own to review. If you are choosing your own, select one that is labelled with “Findings” in the title and has 0 comments.
 2. Review and comment on the article you have selected.
 - a. Use the article rubric and the Peer Review Feedback form to review the article you have selected.
 - b. Decide whether you recommend the article for publishing. Does it score a 15 or higher? Is there anything about it that makes it particularly interesting, well thought out, or stand out from other articles? If you can answer “yes” to these questions, recommend the article for publishing!
 3. Post your comments using the format below:
 - a. In the subject line, write “I recommend this article for publishing” or “I do not recommend this article for publishing.”
 - b. In the comment box, include two to three comments from the Peer Review feedback form that support your decision. Make sure you write suggestions for improvement if the article is not recommended for publishing.
 4. Look for feedback on your article from other student journal article writers!
- Optional: If you make any changes to your article after peer review, make sure that you post the updated version.
- a. Go to the project bank and find your article.
 - b. Click on the “Edit” tab at the top of the page.
 - c. Remove the old version of your article and upload the new one.
 - d. Click “Save” to post your revised article.
 - e. Reply to the comment from your peer reviewer about how you changed your article.

Once you have posted your article and participated in peer review, your work is ready for submission to *Findings from the Field*. Congratulations!