

## FAQ's

### About Submissions

**Q: I submitted a piece for review, when will I know if it is accepted for publication?**

A: CSF continuously accepts submissions through a rolling process. The student editorial board peer reviews submissions during the Fall and Spring semesters. Submissions received toward the end of either semester or during Summer/Winter breaks will usually be peer reviewed in the subsequent semester. If the submission is “*Accepted*,” it will undergo copyediting before being published in the next volume.

**Q: Can I submit a paper I wrote last year? If I graduate soon, or I have already graduated, can I still submit my papers to the journal?**

A: Of course! Please make sure to leave contact information other than your Cal State LA email address so that we may reach you after graduation. There is no time limit for when alumni can submit.

**Q: What are the rules for submitting to CSF? Can NON-SOCIOLOGY students submit to the journal?**

A: Here are the general parameters for the types of submission CSF is looking for:

- Sociology majors, minors, and graduates enrolled in the Sociology M.A. program
  - No restrictions – can also submit pieces created while taking other, non-sociology courses, but these need to include a description of sociological relevance.
- NON-SOCIOLOGY students
  - We welcome your submissions if they were either 1) created in a Cal State LA SOC-listed course (including cross-listed courses taught by a sociology professor) or 2) created under the supervision of a Cal State LA sociology professor.

**Q: Can students from institutions other than Cal State LA submit to the journal?**

A: No, journal submissions are only for Cal State LA students and alumni at this time.

**Q: Can I submit a co-authored paper?**

A: Students may submit co-authored papers when they are the lead author.

**Q: What kind of submission will CSF consider? Do I have to be on the journal's editorial board to submit a paper, creative work, or media review?**

A: CSF accepts submissions for research papers, creative works, and media reviews. Further definition of the various types for each of these umbrella categories can be found under [Submission Guidelines](#) on CSF's journal website.

## After Submission

### **Q: What happens after I submit?**

A: Keep an eye on your email! After submission, the student editorial board peer reviews submissions during the first half of the Fall and Spring semesters. You will receive an email from the [csf.csula@gmail.com](mailto:csf.csula@gmail.com) written by the faculty editor-in-chief confirming your submission has been received with a link to an additional survey form to help give CSF more information about the piece.

### **Q: What does “peer review” mean?**

A: “Peer review” is a process by which scholarly work is evaluated by fellow researchers. CSF uses a double-blind format where the peer reviewers do not receive any identifying information about the author to avoid influencing decisions. If your piece is published, it will then appear in scholarly databases where others can access and cite your work.

### **Q: When will I know if my submission is accepted?**

A: CSF assigns teams of 3 editorial board members to peer review each submission. The CSF faculty editor-in-chief will send a follow-up email with their final decision, including potential feedback and revisions noted as “required” and/or “recommended” for the author.

### **Q: What are the decision options?**

A: Decisions are made from the 4 following choices:

- *Accepted*: There are no major changes needed.
- *Conditionally Accepted*: Requires changes or clarifications, often minor.
- *Revise and Resubmit*: Needs more clarity on sociological relevance and requires significant changes that only the author can generate.
- *Reject*: This is a last resort. If submission does not meet the standards of the above three choices.

NOTE: Authors whose submissions are not accepted can resubmit in the future.

### **Q: What do I do with the feedback?**

A: If your submission receives a *Conditionally Accept* or *Revise and Resubmit*, CSF cannot move forward with publication until we receive a revised submission from you. This should incorporate the feedback noted in your initial decision letter. Please stay in communication with CSF throughout your revision process so we can help you publish. You may also wait on applying revisions and resubmit your work at a later time.

**About Student Editorial Board**

**Q: Is the student editor a paid position?**

A: No, students are not paid for their work as student editors. Instead, student editors will enroll in a SOC listed 3-unit course and will earn credits towards their graduation:

- SOC 5880 (Graduate program level course, undergrads can enroll with permission)
- SOC 4900 (Undergraduate upper-division level course, grads can enroll with permission)

**Q: I am interested, but I wonder how much time commitment I will have to make?**

A: Students are typically expected to invest 5-6 hours per week for a 3-unit course. Student editors are required to attend a 1-hour weekly editorial board meeting over Zoom. After joining 1 of the 3 required sub-teams, members will schedule an additional weekly meeting at a mutually convenient time, location, and duration. This meeting can be virtual.

**Q: I am interested in the editorial board, but a bit concerned that I will be too busy during the final exam period.**

A: We aim to complete most of the work outside of midterm and final exam periods to minimize disruption to your other academic or work commitments.

**Q: Can NON-SOCIOLOGY students apply to be student editors?**

A: No. Student editors will be responsible for assessing the sociological theoretical contributions and methodological soundness of submitted papers to determine if they are publishable. Therefore, we require student editors to be formally educated and trained in the discipline of sociology. Pre-requisites include:

- a minimum 3.0 GPA
- Undergraduates - major or minor in Sociology
  - Must also have already completed SOC 3900 or SOC 3910
- Graduates - enrollment in the Sociology M.A. program.

**Q: Can sociology students from universities other than Cal State LA apply for the student editor position?**

A: No. The journal is run by Cal State LA sociology students only.