2015-2016 Second Year Research Paper Guidelines- UCI Ph.D. in Education

Guidelines and Scoring Policy for Second Year Research Papers (SYRP)
http://education.uci.edu/intranet2/PhD%20Forms/PhD_forms_main.php#phd_forms_main

For the 2015 cycle, Second Year Research Papers (SYRP) can be submitted at any point beginning March 1, 2015 and ending 5:00 pm, Monday, September 14, 2015.

Submission prior to September 14 does not guarantee early return of scores; return will depend upon faculty availability to complete the grading process. Late papers will not be accepted and a score of no pass or fail will be entered for any paper that is turned in late.

Students should submit three (3) electronic copies (one .pdf with the name of the student, one .docx with student name, one .docx without student name) to lfellus@uci.edu. Name each document LastName_FirstName_2015_SYRP. Submission guidelines are subject to revision.

Upon receipt, de-identified papers are assigned a number and are forwarded to two readers, who also have number identifications. Readers are selected by the Program Director. Neither reader is the student’s advisor. During the scoring process, a double blind procedure is used: students are not provided the names of the readers and the readers are not provided the student’s name. A reader may elect to contact the student after the process is completed to discuss issues related to publication.

The two readers will undertake a timely review of the papers and will recommend a score to the Ph.D. Steering Committee.

Upon receipt of the reader recommendations, the Ph.D. Steering Committee reviews the papers and the accompanying evaluations and assigns each paper one of the following three scores (see accompanying scoring policy):

**First Round Submission**

**Provisional Pass** – Indicates that the paper is nearly ready to submit for publication to a respected educational research journal. Students who receive a score of provisional pass will then work closely with their advisor to further revise the paper so that it is ready for submission. Once the advisor confirms that he or she approves the revisions, and the paper has been submitted to a refereed journal, the provisional pass will convert to an official pass. (Students must receive this official pass before they are allowed to submit their Third Year Theme Paper (TYTP). Failure to complete the process and receive the official pass by the Third Year Theme Paper deadline will result in recommendation to the Graduate Dean for disqualification from continuing in the Ph.D. in Education program.)

**No Pass** – Indicates that the paper has not passed and that substantial revisions are required before it is ready to submit for publication. The student will have 30 days to complete the revisions.

Referees’ comments and recommended score will be submitted to the Ph.D. Steering Committee, which will make the final determination of the paper’s score. The Steering Committee reserves the right to assign a third reviewer to the paper in appropriate situations.

**Second Round Submission (for students who receive a No Pass)**

Following resubmission, the paper will ordinarily be sent to the same two reviewers as previously, but the Ph.D. Steering Committee reserves the right to send the paper to alternate or additional reviewers. Reviewers will recommend one of the following scores on the second submission.

Provisional Pass – Indicates same as above
Fail – Indicates that the paper has not passed. The student will have 30 days to complete the revisions.

Referees’ comments and recommended score will be submitted to the Ph.D. Steering Committee, which will once again make the final determination of the paper’s score. If a score of Fail is upheld by the Steering Committee, the student will be formally placed on Academic Probation and counseled. Additional academic consequences, if any, will be determined by the Ph.D. Steering Committee and may include loss of funding/loss of employment according to the university policy on Academic Probation.

Third Round Submission (for students who receive a Fail on the Second Round)

Following resubmission, the paper will ordinarily be sent to the same two reviewers as previously, but the Ph.D. Steering Committee reserves the right to send the paper to alternate or additional reviewers. Reviewers will recommend one of the following scores on the second submission.

Provisional Pass – Indicates same as above

Fail – Indicates that the paper has not passed on the final round.

Referees’ comments and recommended score will be submitted to the Ph.D. Steering Committee, which will once again make the final determination of the paper’s score. If a score of Fail is upheld by the Steering Committee, the student will be recommended to the Graduate Dean for disqualification from the Ph.D. in Education program. The Ph.D. Steering Committee will also render a separate judgment as to whether the paper is of sufficient quality to award the Master of Arts degree, provided that all other MA requirements have been met.

Formal notification of scores is made via email letter from the Dean. Letters are accompanied by comments from the two (or more) readers. Students are provided email notification when the decision letter and comments are available.

Students should consult the publication guidelines of the major journal that is being considered as a publication outlet. The guidelines provide valuable directions for preparing papers. It is recommended, but not required, that students indicate on the title page the name of the preferred journal. If the selected journal follows a format different from APA, the student should note this on the cover page.

As with all doctoral work, students should work closely with their advisors. Doctoral students are expected to demonstrate initiative, and to request and schedule regular appointments with their advisors. The Ph.D. Steering Committee has established the following guidelines concerning faculty and outside support for this benchmark event:

Students should work closely with their advisor on conceptual content; grammatical editing and reading for comment by others is allowable, but the final product must be the student’s work. (7/7/09)

Ph.D. Steering Committee members have confirmed that students may have two advisor reviews of their second year research papers prior to the initial submission. If students pursue this option, they should allow sufficient time for advisors to read their paper in detail (two to three weeks is a reasonable length of time). (7/9/10)

As with other benchmark activities in this program, the faculty considers the Second Year Research Paper an important step forward in student’s academic development and will devote considerable time to reviewing and critiquing this submission. Therefore, the formal submission of the Second Year Research Paper should represent a student’s best effort.
Review of the Second Year Research Paper is part of a Student’s Annual Report of Student Progress (ARSP) in the subsequent year.