

# Oakwood University

## Research and Publishing Stipend Guidelines

### Philosophy

The purpose of stipends for research and publication is to encourage the full-time teaching faculty and administrators who teach part-time to complement their classroom activity by preparing manuscripts for publication in the areas of their instructional discipline. The objectives transcend merely getting “something” or “anything” in print and focuses squarely on getting what you teach in print so that the educational process may be enhanced.

The Research and Publication incentive intends that teachers will address topics of interest to their professional peers. Therefore publishers for such instructional manuscripts would most likely expect to be those that specialize in one’s classroom teaching area and academic discipline.<sup>1</sup> Of course, there are some professional journals that publish for a variety of subject areas.

### Guidelines

1. All members of the teaching faculty must submit their publishing agenda for the following year to the Research and Publishing Stipend Committee via the Vice President for Academic Affairs by the end of January.
2. The combined stipends for all submissions will not exceed \$2,500.00 for the academic year.
3. An applicant may only submit an item for a stipend once. However, if a scholarly presentation at an approved professional meeting is also accepted for publication in a recognized scholarly journal, the applicant may make submissions in both categories (assuming the applicant meets all the criteria). Stipends will not be given for the same article that appears in more than one journal.
4. **All applications must be submitted by March 31<sup>st</sup>** in the academic year in which the article was completed. Application received after this date will not be honored until the following academic year.
5. Determination on the “scholarly” nature of articles will be governed by a list of professional societies and major journals from each discipline provided by each department. If a journal or professional society is not on the list, the applicant must provide information on the society’s board of directors along with their academic credentials and occupational (This information is usually found on the first page of the society’s publications).
6. When an article is published in a “popular” rather than a “professional” journal, then the popular journal should be a national or regional “general public” type rather than an “in-house” news medium.
7. It is expected that “Oakwood University” be identified as the primary place of employment in published articles, books and presentations.
8. The date of the manuscript must fall within the academic year the stipend is requested.

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<sup>1</sup> e.g. Educational journals for educational manuscripts, science journals for science manuscripts, historical journals for historical manuscripts, etc.

## Stipend Request Guidelines

1. Request for officially published<sup>2</sup> **scholarly book/popular book** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of pages showing publisher, date of publication, book, title and ISBN
  - c. Scholarly review of book (if available)
2. Request for **self published scholarly book** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of book (must be copyrighted with Library of Congress information)
  - c. A notarized letter from a professional editor affirming that the book is proficiently written
  - d. Three written endorsements from scholars in accredited institutions. These endorsements should include curriculum vitae that reflect the endorsers own scholarly contributions and familiarity with the content area of the book. Scholarly reviews in recognized professional journals can be used instead of the written endorsements.
  - e. A record of how many books was printed, how many have been sold to date, and a summary of the marketing plan.
3. Request for **self published popular book** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of book (must be copyrighted with Library of Congress information and ISBN number)
  - c. A notarized letter from a professional editor affirming that the book is proficiently written
  - d. A record of how many books was printed, how many have been sold to date, and the anticipated audience.
4. Request for **refereed article/chapter scholarly book** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of article
  - c. Copyright page of journal or book in which article/chapter appears
5. Request for **scholarly presentation** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of presentation
  - c. Copy of abstract from conference program (if available)
  - d. Copy of page from official program in which the session appears
6. Request for **moderator/facilitator** stipend must be submitted with the following:
  - a. Completed application
  - b. Description of responsibilities
  - c. Copy of page from official program in which name and session appears
7. Request for **poster board presentation** stipend must be submitted with the following:
  - a. Completed application
  - b. Abstract of presentation
  - c. Copy of page from official program in which the session appears
8. Request for **popular article/chapter in popular book** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of article
  - c. Copy of page of journal or book in which article/chapter appears
9. Request for **article/book review** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of article/book review
  - c. Copyright page of journal in which article/book review appears
10. Request for **authoritative citation in scholarly literature** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of citation
  - c. Copyright page of journal or book in which the citation session appears

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<sup>2</sup> Publisher must be nationally or internationally recognized.