

Submitting Your Manuscript



Once you have finished revising your research paper, it is time to submit it for evaluation. However, before you submit it, double check your syllabus and other course materials to see if there are any special requirements. For example,

- some instructors want you to staple the paper in the upper left corner
- some want you to use a paper clip to secure the pages
- some want you to put your paper in a folder
- some want you to submit it electronically via e-mail
- some want you to submit your paper via a course management tool such as BlackBoard
- some want it included in your e-portfolio

Regardless of what your professor requests, be sure to follow all of the directions which have been given to you. Failure to follow your professor's directions could result in failure of the assignment. Failure could result even if what you did was perfectly acceptable in some other situation. For example, I often use different requirements in my research methods course and in my history courses. Often, within the same course, there are different requirements for various assignments.

Each semester, there are usually a couple of students who do not consult the materials I provide to them throughout the semester. Some will even search the Internet to get information on proper formatting instead of using the template I provide. These students are always shocked when they fail the assignment. Even though I usually permit such students to revise and re-submit their work, by not reviewing the directions I gave, they create additional work for themselves.



© 2013 Last updated: 29 July 2013

Developed by Dr. Steven L. Berg. <http://www.stevenberg.info>. E-mail: steve@stevenberg.info. This work is licensed under a Creative Commons Attribution-Noncommercial-Attribution 3.0 License. <http://creativecommons.org/licenses/by-nc-sa/3.0/us/>.

Suggestion for Success

Be sure to keep a copy of your manuscript. My suggestion is that you keep both a paper copy as well as a copy on your computer or thumb drive. In addition, I encourage you to e-mail a copy of the paper to yourself so that you have yet another electronic version.

As I was drafting this portion of the *Back Porch Guide to the Research Paper*, I was also corresponding with a student who assures me that she submitted her paper to me on the last day of class; a paper that I cannot locate. However, because she wrote it in the library and didn't have her thumb drive handy, the copy she gave to me is the only copy of her paper. Unfortunately, if she is going to pass the course, it is her responsibility to produce the paper—even if she needs to re-write it.¹²

On-Line Resources

- Submit Paper for Evaluation
<http://writing.stevenberg.info/research/step09.html>

¹² It is not that I do not believe the student who claims she submitted her paper to me. I very well could have misplaced it. However, this student had not submitted the requested draft of her paper. Nor did she have any meetings with me throughout the semester. Had she done so, I would have been able to base her grade on the work I had seen. But, at some point, I must actually see some of her work. Furthermore, I had asked that she submit the final version of her paper both electronically via e-mail as well in paper copy.

