



## 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.

Recognition will be awarded at the last Faculty Meeting of the academic year.

### GUIDELINES

1. **All applications and supported documentation must be submitted to the Office of Faculty Development & Research by March 20<sup>th</sup> in the academic year in which the article was completed.**  
Applications received after this date may be considered in the following academic year.
2. The dates of the publications and presentations should fall between January of the previous calendar year and March of the current calendar year.
3. A faculty member may receive a combined stipend for all submissions from \$10 to \$1500. See application for values.
4. 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 or variations of the same article that appears in more than one journal.
5. Determination on the “scholarly” nature of articles will be governed by each discipline. The applicant must provide information on the scholarly and peer-reviewed used by the journal (This information is usually found on the first page of the publication).

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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.

6. When an article is published in a “popular” rather than a “scholarly” journal, then the popular journal should be a national or regional “general public” type rather than an “inhouse” news medium.
7. It is expected that “Oakwood University” be identified as the primary place of employment in published articles, books, and presentations.
8. All members of the faculty are requested to submit an updated bio-sketch along with the publishing stipend application.

## STIPEND REQUEST GUIDELINES/SUPPORTING DOCUMENTS

1. Request for officially published<sup>2</sup> **scholarly 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 the discipline. 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
3. Request for **author/editor of popular book or self-published 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. Copy of book (must be copyrighted with Library of Congress information and ISBN number)
  - d. A notarized letter from a professional editor affirming that the book is proficiently written
4. Request for **chapter or significant section within a scholarly book/journal** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of article, chapter, or significant section
  - c. Copy of title page of book
  - d. Copyright page of book
5. Request for **referred article in a recognized professional academic journal** stipend must be submitted with the following:
  - a. Completed application
  - b. Copy of article, chapter, or significant section
  - c. Copy page of book
6. Request for **moderator/facilitator at a professional meeting** 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

Request for **research paper/poster presentation at a professional meeting** stipend must be submitted with the following:

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

- a. Completed application
  - b. Copy of paper presented at the meeting
  - c. Abstract of presentation
  - d. Copy of page from official program in which the session appears
7. Request for **article/book review in a scholarly journal** stipend must be submitted with the following:
- a. Completed application
  - b. Copy of published article/book review
  - c. Copyright page of journal in which article/book review 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 in a recognized popular journal/newspaper** must be submitted with the following:
- a. Completed application
  - b. Copy of published article review
  - c. Copyright page of journal/newspaper in which article review appears
10. Request for **oral/poster presentation at a local professional meeting** must be submitted with the following:
- a. Completed application
  - b. Copy of paper presentation at a meeting
  - c. Abstract of presentation
  - d. Copy of page from official program in which the session appears
11. Request for **authoritative citation in scholarly literature** stipend must be submitted with the following: **(Limit of 10 citations)**
- d. Completed application
  - e. Copy of citation
  - f. Copyright page of journal or book in which the citation session appears