



## CALL FOR EXTERNAL REVIEWERS

Stance seeks undergraduate philosophy students to serve as manuscript reviewers. Stance reviewers hone their writing, researching, and analysis skills by evaluating original papers by some of the world's most talented undergraduate scholars. Reviewers must have advanced undergraduate experience in philosophy, strengths in writing and editing, and the self-motivation necessary to complete work by given deadlines. A letter of recommendation from a professor who is familiar with your philosophical abilities is required.

Stance has two types of manuscript reviewers. "External Reviewers" evaluate two or three manuscripts, typically in late January or February. "Assistant Editorial Board Members" serve on our major review teams. Assistant Editorial Board Members consider approximately 20 - 30 papers in December. All reviewers receive training material that explains what is expected in the formal review and are guided by an experienced Stance staff member. Reviewers are credited in both the print and electronic versions of the journal.

### TO APPLY, PLEASE

(1) return the student application below, following the instructions provided on page 3.

(2) arrange for a philosophy professor to send a letter of recommendation that addresses Stance's questions (below) to [ballstatestance@gmail.com](mailto:ballstatestance@gmail.com)

### STUDENT APPLICATION:

Please provide:

- A. Background Information:
  - Name:
  - Name of School:
  - Year in School:
  - Major(s)/Minor(s)
  - Philosophy Courses Taken:
- B. A short paragraph for each of the following questions:
  - What is your specialty or concentration?
  - What experience do you have that would qualify you for this project?
  - What goals do you have that working on Stance will support?
  - What, in your opinion, are the makings of a good philosophy paper?
- C. The name of the professor who will provide a letter of recommendation for you. When a professor agrees to write a letter for you, please provide the professor with the guidelines below.

## GUIDELINES FOR PROFESSORS WRITING A LETTER OF RECOMMENDATION:

Thank you for assisting Stance in our search for highly qualified external reviewers. Students who review for Stance have advanced undergraduate experience in philosophy, strong writing and editing skills, and the self-motivation necessary to meet deadlines.

Please send the letter of recommendation directly to Stance at [ballstatestance@gmail.com](mailto:ballstatestance@gmail.com). Please include "LOR for [insert applicant name]" in the subject heading of the email. Stance asks that letters be sent as attachments, not written in the body of the email. For more information about Stance see <http://stancephilosophy.com>

## PLEASE ADDRESS THE FOLLOWING QUESTIONS IN YOUR BRIEF LETTER:

What is the name of the student you are recommending?

How does this student handle deadlines? What is this student's history with regard to providing high quality work always on time?

What is this student's level of experience in philosophy? Does the student have sufficient content mastery and philosophical skills to understand and offer insights regarding the original work of some of the world's best undergraduate authors?

What is this student's level of writing proficiency? Will they be able to provide constructive and useful anonymous reviews of manuscripts written by undergraduates that are being considered for publication?

Does this student have sufficient experience in philosophy to provide substantive criticism of undergraduate manuscripts or the self-motivation necessary to conduct independent research to develop enough expertise to provide criticism?

# DEADLINE: OCTOBER 16, 2023

Stance utilizes Open Journal Systems to better manage applications, paper submissions, and correspondences with authors. As such, we have updated our application procedures for external reviewer applications. Please refer to the instructions below when submitting your application:

1. Go to <https://openjournals.bsu.edu/stance>
2. If you have not previously set up an account with the OJS system, click on "Register" in the upper right hand corner. Otherwise proceed to step 4.
3. Follow the steps to register an account
  - a. Input the information you would like associated with your account
  - b. Verify your account through the email link
  - c. Return to <https://openjournals.bsu.edu/stance> to complete the submission process.
4. Click on "Make a Submission" in the upper right-hand corner
5. Click on "Make a New Submission" in the box above "Submission Preparation Checklist"
6. Click "Save and Continue"
7. Select "Article Text" from the dropdown menu under "Article Component"
8. Upload your application as a Word document
9. Review the file information and click continue
10. Click complete to finish the upload
11. Click Save and continue
12. For meta-data, enter the title in the following format: "FirstInitialLastname\_App" (ex. RSmith\_App)
13. Enter the title again for the abstract
14. Click "Save and Continue"
15. Click "Finish Submission"
16. Click "Ok"

Please be sure to double check all information on your application before submitting. Once you finalize your submission, you will not be able to go back and edit it.

Please contact us at [ballstatestance@gmail.com](mailto:ballstatestance@gmail.com) if you encounter problems during the submission process.

Again, thank you for your interest in Stance. We look forward to receiving your application.