NEW ON JOB? LIE LOW!

New Faculty Member: I've been at my new job a month now. I have read my department's policy but they don't seem to be following it! I intend to stand up in the department meeting to point out the inconsistencies between the written plan and what is actually going on!

Our Advice: Don't! Instead, take a deep breath and analyze your motives. Are you trying to show your colleagues how smart you are? They won't think it is very smart for a person who hasn't been around for more than a month to act as if she knew better than professors who have been there for years.

If you want to become an effective department member, able to bring about changes you want, consider these steps:

Forget the idea that academics act logically all of the time. Like the rest of us, they are motivated by emotion, especially when power and control are at stake. Printed policies are not the place to look for an understanding of what is really going on.

As a new member of the department, take time to figure out its culture. Who calls the shots? It may not be (continued on next page)
LIE LOW! (Continued)
the Chair but a clique "behind
the throne." How are decisions
really made (smaller committees
than the department meeting?)

For the next few months,
keep your ears open to soak up
how things work like a sponge.
Listen when junior faculty ex-
change information. Cultivate
good relations with department
secretaries and administrative
staff. Begin to visit tenured
faculty but keep visits short,
make it clear that you know
their work, asking factual (not
critical) questions about how
the department operates.

See Our Next Issue about You
and Your Mentor.

TIPS ON HOW TO GET YOUR
ARTICLES PUBLISHED

1. Submit only to journals that
your department takes seriously
in tenure decisions.

2. Never submit articles to
more than one journal at a
time.

3. Familiarize yourself with
the journal you are submitting
to: Do not send a letter of
inquiry if it has Guidelines.
Read Guidelines! Follow them!!
Know Editor's name. Add-
ress covering letter to her/him.
Read articles to get sense of
style and length.

4. Give Time and Attention to a
Covering Letter:
• Address Editor by name.
• Identify yourself by rank and
institution.
• Briefly analyze the intrinsic
significance of your contribu-
tion (do not summarize arti-
cle). Make it short: do not
enclose abstract unless required
in guidelines.

5. The Article Itself
• Be professional and neat. Do
not rely on a computerized
spellcheck.
• Make your argument clear in
the very first paragraph.
• It is not enough to have
checked the scholarship on your
subject for the last five
years: go further back to make
sure your findings are new.
• Make all of your footnote
references absolutely correct.
Nothing detracts from your
Editor's sense of your profes-
sionalism more than mistakes in
footnotes and references!

6. Mailing
• Return Postage and/or SASE if
required.
• For overseas journals enclose
international postal coupons.

7. Success!
If your article is accepted
• Make all required changes.
• Keep strictly to timetables
for revision.

8. If Your Article is Rejected:
• Do not write letter to Editor
complaining about it. This is
professionally FATAL!
• Instead, analyze feedback and
revise accordingly; then write
to thank Editor for feedback
before submitting elsewhere.
• Keep a file with covering let-
ters written in advance to two
or three editors. If rejected,
you are ready to keep wheels
turning (after you have thanked
first Editor and done suggested
revisions).
TIPS FOR WOMEN’S STUDIES SCHOLARS TRYING TO GET ARTICLES PUBLISHED

1. Many colleges and universities still allege during job searches that a woman's studies scholar is "too narrow" if she only publishes about women. **If you are just starting out professionally and if you are on the tenure track it is therefore a good idea to place at least one non-specifically woman-oriented article demonstrating your scholarship in a juried, general journal (not specializing in women's studies).**

2. Be thoroughly conversant with the history and varieties of women's studies scholarship.
   
   When you submit an article to a juried women's studies journal, you can expect that your reader will be a feminist scholar who has been writing for years. She is very likely to be someone you quote in your article. She will not be pleased if you write as if you are the one who invented women's studies. Acknowledge work done in the field respectfully, and be explicit about how you are moving it forward.

USE THE FEMINIST NETWORK:

3. Ask those who are mentoring and advising you to help you develop articles tailored to journals where they have contacts. Take your article to your mentor and have her look it over: make the revisions she suggests, and ask if she can write to any Editors on your behalf. Find out from your mentor what journals are doing special issues or if she knows of other juried journals where your article might be placed.

4. Keep up with the Calls for Manuscripts in Concerns. Check Calls for Papers columns in the Women's Review of Books, etc. Read closely the pages like those in Feminist Studies and other journals you want to submit to which list special issues and calls for articles.

5. Develop your personal network by responding early to your professional conferences' Calls for Papers: when giving a paper at a convention keep your ears open about where to place a final version for publication. Do not be divided and conquered: Work on and Proof each other's articles; solace each other in trouble and cheer each other's victories. Sisterhood is Powerful. Verbal cruelty is not an intellectual value. Meanness to each other and competition for academic goodies weakens rather than empowers women faculty.

6. Keep a self-marketing file in which you write in advance covering letters to two or three Editors. Then if your article is rejected you are ready, having done the revisions and thanked the first Editor, to mail it to a journal you have already decided on.

7. Keep several wheels turning at once: while you are trying to place one article, get started on another, and keep ideas for a third, fourth, and fifth on the boil.
HOW TO PUBLISH AND NOT PERISH:
Tips for Women's Studies Scholars

The first and most obvious thing new faculty need to know is that when our new chairs and personnel committees tell us that publication is necessary for renewal and promotion THEY MEAN IT.

TIPS ON GETTING ARTICLES PUBLISHED

1. **Never** submit articles to more than one journal at a time.

   No letters of inquiry if journal has guidelines.

   Familiarize yourself thoroughly with the journal you submit to:
   - Know the name of the Editor
   - Read the Articles, Art Notes, Book Reviews to get a sense of the level of the audience and type of article published.

   **READ THE GUIDELINES FOR CONTRIBUTORS AND FOLLOW THEM!!**

2. **Covering Letter**

   Address to the Editor by her/his name

   Identify yourself by rank and institution

   Return postage and/or SASE if required (**READ GUIDELINES!!!**)

   For overseas journals enclose international postal coupons

   Briefly analyze the intrinsic significance of your contribution (do not summarize the article). Make it short, do not enclose an abstract unless required by guidelines.

3. **The Article Itself:** Be PROFESSIONAL AND NFAT:

   Trust yourself: do not just quote a lot of other people

   Make your argument clear in the very first paragraph

   Be sure that you are answering a question or presenting a problem that you don't know the answer to. Reason from your question to your new hypotheses.

   It is not enough to have checked the scholarship on your subject just for the last five years: go further back to make sure what you are writing is absolutely fresh (naive reinvention of critical wheels irritates!)

   Make all of your footnote and/or works cited references absolutely correct (nothing detracts from an Editor's sense of your professionalism more than mistakes in footnotes and references)

   Do not rely on a computerized spellcheck

4. **If Your Article is Rejected** Be patient. Review the process, and remember that THE SUN WILL STILL RISE TOMORROW. DO NOT write to the Editor complaining about the journal's disvaluation of your manuscript. This is Professionally FATAL. Analyze feedback and revise accordingly; write to thank Editor for feedback before submitting elsewhere.

5. **If Your Article is Accepted**

   Do every revision the Editor suggests without argument.

   Keep strictly to timetables for revision.

   Enclose backup copy of article on IBM compatible disc.