

***The Texas Investigator* Submission Guidelines**

The Texas Investigator is a multidisciplinary journal publishing articles written by professionals and scholars committed to the field of private investigations through experimental and non-experimental approaches. *The Texas Investigator* is published quarterly and accepts appropriate articles, essays, research notes, interviews, and book reviews. It also provides a forum for special features, which may include invited commentaries, transcripts of significant panels or meetings, position papers, and legislation.

All articles will be sent out in a blind peer review process. Peer review (also known as **refereeing**) is the process of subjecting an author's written work, research, or ideas to the scrutiny of others who are experts in the same field, before a paper describing this work is published in a journal. The work may be accepted, considered acceptable with revisions, or rejected. Peer review requires a community of experts in a given (and often narrowly defined) field, who are qualified and able to perform impartial review. In a blind peer review system, the reviewer will not know the name of the author of the article.

Internal Peer Review Process

All submissions first go through an internal peer review process, and most go through an external peer review process. Each submission is reviewed by the assigned associate editor who makes an initial decision to send the manuscript out for peer review or to reject without external review. Articles can be rejected at this stage for a variety of reasons such as similarity with a recently published article, the topic is outside of the scope of the Journal, little new information is provided, important flaws in the scientific validity, or an unprofessional presentation. If the associate editor believes the article may be of interest to our readers, it is then sent out for external peer review.

External Peer Review Process

The associate editor identifies potential reviewers seeking a balance of perspectives. We try to get 2-3 informative reviews for each manuscript. Several approaches may be used to find reviewers. Of course, the associate editor is frequently consulted. A reviewer database can be searched by name or by area of expertise and is used to identify previous reviewers who have produced high quality reviews within the requested time frame. We often go beyond the reviewer database to identify professionals with expertise relevant to a particular manuscript. This can include reading through the article's bibliography to identify authors who have recently published in a similar area or by conducting searches to identify experts in the field of the submitted paper. We also sometimes ask people we know in a relevant specialty whether they know of someone who would be appropriate.

Potential reviewers are contacted about their availability and interest in reviewing. Inquiries to reviewers are sent via e-mail messages, which include the manuscript and the assignment deadline. When prospective reviewers agree to serve, they are permitted access to the manuscript and reviewing instructions. Reviewers send their critique back to the associate editor.

The Associate Editor's Decision

Once a sufficient number of thoughtful reviews are obtained, the associate editor assigned to the manuscript makes a judgment that takes into consideration the critiques and recommendations from the peer reviewers, and other aspects such as relevance to the Journal's niche, generalizability of findings, and usefulness to professionals in the field. We also take into account the number of manuscripts in the queue to be published as well as our impression that the paper can be suitably revised. Frequent reasons for rejection, after peer review, is based on an assessment that the paper doesn't provide enough new information, or if the message is too complex or too narrow and even poor writing. The author will be notified via e-mail of the final decision. This decision will be either accept as is, revise and resubmit, or rejection. The author will receive comments from the associate editor in regards to why the manuscript was rejected or needs revision.

Manuscripts may only be submitted by e-mail as an attachment. Submissions must be formatted in **Microsoft Word**. All graphics must be submitted as separate files (from the text) in either **BMP, GIF, JPG, or TIFF** format. Authors are responsible for updating *The Texas Investigator* of any change in email address. If a graphic needs to appear in an absolutely specific place within the article, the author should note that in the text. For example, an indented sentence to say "graphic 1 goes here" would be best. And then--of course, the author needs to name that graphic to coincide with his/her instructions in the text.

Not all articles will be published. This allows for us to raise the quality of scholarly and professional articles that are published in the magazine. The primary author will be contacted with a result of the review.

If you have any questions on the type of article you want to submit or would like the associate editor to look it over, please do not hesitate to contact me at the e-mail listed below.

All submissions are to be sent to scott.belshaw@unt.edu

Scott H. Belshaw, Ph.D
Associate Editor
The Texas Investigator