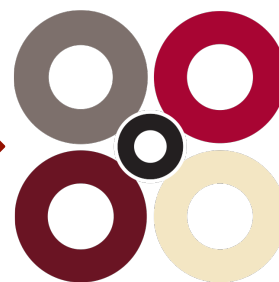


# IUJUR Submission Guide



Ensure Student Author Contract is signed and sent

Check that all guidelines are properly met

Find out how to submit at [iujur.indiana.edu](http://iujur.indiana.edu)

## Eligibility

- ❖ Any student in good standing at or graduated from **all campuses of Indiana University**, who conducted research under faculty supervision, is eligible to submit to IUJUR
- ❖ Students may submit more than one paper within a subject area or across subject areas. Students may also co-author more than one paper. Papers will be rated solely on quality and not quantity.
- ❖ Student Authors and their Primary Investigators/Mentors must **both** sign the Student Author Contract.
- ❖ Submissions for Volume IV (June 2018) **are currently being accepted:**
- ❖ Priority Deadline: **December 1<sup>st</sup>, 2017** - Papers submitted before this date will either be accepted straight away or receive revisions from the Student Editorial Board (SEB) and Faculty Advisory Board (FAB), which the student author may incorporate into their manuscript and resubmit.
- ❖ Final Deadline: **February 15<sup>th</sup>, 2018** - All materials must be submitted before this date.

## Basics

- ❖ Do not quote **unpublished sources**. If you use a paper that has been accepted by a publisher but not yet published, you may quote and cite it – append “(in press)” at the end of the reference.
- ❖ There is no minimum or maximum manuscript length. Generally, full manuscript lengths have ranged between 6-15 pages (double spaced, 1” margins on all sides, Times New Roman, 12 points).
- ❖ All papers must be written in English.
- ❖ If you have any questions regarding the process, rubric or citations, please contact us at [iujur@indiana.edu](mailto:iujur@indiana.edu) with the subject line: 'SEB Manuscript Question'.
- ❖ Submissions are accepted in the form of a full-length article, research snapshot, or literature review article (details on website)

## Paper layout

### Cover page

- Author(s): (Last name First Initial Second Initial) (example: Jones AB, Jones BC.)
  - Order: First Author, Second Author, Third, Fourth,.....Primary Investigator (PI)
- Title
  - Keywords, no full sentences

<http://blog.apastyle.org/apastyle/2012/03/title-case-and-sentence-case-capitalization-in-apa-style.html>

### Abstract

- Provide a summary of the research paper along with significant findings and overall significance
- 150-300 words
- Single spaced

### Paper body

*Paper organization varies by subject area; adjustments can be made after consulting editors*

## *I. Natural Sciences*

- Introduction
  - Provide relevant background information (with external references) that introduces theoretical concepts, techniques used, and possible applications for the research.
- Methods and Materials
  - Include all information needed to recreate the research.
  - Denote subsections of the experiment with subheadings and separate paragraphs.
- Results
  - Describe results of experiments.
  - Include relevant figures and references to said figures (**\*MUST BE IN APA STYLE**)
  - Number figures in the order they are discussed; include a brief description and relevant statistics.
- Discussion
  - Provide your interpretation of the results.
  - Discuss potential future directions of the research.
- Conclusion - summary of findings, discussion of implications, and overall significance

## *II. Humanities*

- The format of the paper body is flexible. Content should include research objectives, methods, findings, conclusions and insights, and references to the paper's sources (**\*MUST BE IN CHICAGO STYLE**)
- The manuscript should be divided up into different section headings (e.g. Background, etc.)

## *III. Social Sciences*

- Introduction – objective and thesis
- Methodology (if relevant) – how the research was conducted.
- Results – findings; Include relevant data/graphics (**\*FIGURES MUST BE IN APA STYLE**)
- Discussion of Results
- Conclusion – summary of findings, discussion of implications, and overall significance

## *IV. Professional Schools*

- Introduction
- Method of Research / Experimental Procedures
- Results/Data
  - When appropriate, data should be illustrated using charts, graphs, or other forms of visual aids to help the readers visualize and conceptualize what was found (**\*MUST BE IN APA STYLE**)
- Discussion of Results
- Conclusion - summary of findings, discussion of implications, and overall significance

## *V. Back matter*

- Appendix for supplemental information, such as additional figures (optional)
- Acknowledgments (optional)
- References (required; see below)

## **References**

- For sources in press, append “(in press)” at the end of the reference.
- **Any sources not described below should be in APA format** (e.g., images, webpages, databases).
- Humanities Submissions must be in **Chicago Style format**.
- Superscript numerical references in the paper for in-text citations and list them in the same order in the bibliography.

### Scientific Journal:

Author(s) (Last name, First Initial.). (Year). Title. *Journal*, Volume(Issue), Pages.

Example: Jones, A., Jones, B. (2014). Writing a Scientific Paper. *Fake Journal 1* (1), 34-35.

*Note: If you choose to abbreviate, please abbreviate only the journal title and do so according to Indexus Medicus. If there are more than 3 authors, list first three authors followed by "et al."*

### Book:

Author (Last name, First Initial.). (Publication Year). *Book Title* (edition). City, State of Publisher: Publisher.

Example: Jones, A. (2014). *Fake Book* (1<sup>st</sup> ed.). Indianapolis, IN: Books Press.

### Chapters of a book:

Chapter Author (Last name, First Initial.). (Year). Chapter Title. In Book editor's name (First Initial. Last Name) (Ed.), *Title of book* (edition) (pages). City, State of Publisher: Publisher.

Example: Jones A. (2014). Fake Chapter. In B. Jones (Ed.), *The Fake Book* (1<sup>st</sup> ed.) (pp. 1-49). Indianapolis, IN: Books Press.

## **Formatting submission files**

- ❖ The Student Author Contract should be sent to [iujur@indiana.edu](mailto:iujur@indiana.edu) in **.pdf** format with subject: "FirstinitialLastname-Student Author Contract"
- ❖ Manuscript must be submitted in **.doc** or **.docx** format with figures and tables included.
- ❖ Manuscript must **NOT** contain student author or mentor's name anywhere except for the cover page to ensure double-blind reviewing
- ❖ Figures/Tables must be **also** submitted in a .zip or .rar archive labeled as **surname\_firstname.zip** or **surname\_firstname.rar** For instructions on how to do this, please refer to: <http://www.wikihow.com/Make-a-Zip-File>
  - Images must be submitted as JPEG files at a minimum of 500 dpi and labeled as **surname\_fig#.extension** (ie: jones\_fig1.jpg).
  - Tables must be submitted as individual Excel files labeled as **surname\_table#.xls** or **surname\_table#.xlsx**.
- ❖ All files should be submitted in the Open Journal Systems software. (Follow the "Submit Your Work" graphic at [iujur.indiana.edu/submit](http://iujur.indiana.edu/submit))