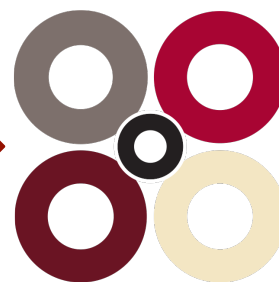


IUJUR Submission Guide



Ensure Student Author Contract is signed and sent

Check that all guidelines are properly met

Find out how to submit at iujur.indiana.edu

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:**
- ❖ Early-Bird Deadline: **December 1st, 2017** - Papers submitted before this date will receive feedback and revisions from the Student Editorial Board (SEB), which the student author may incorporate into their manuscript and resubmit.
- ❖ Final Deadline: **February 22nd, 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- ❖ Do not quote **unpublished sources**.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 with the subject line: 'SEB Manuscript Question'.

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* (1st 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* (1st ed.) (pp. 1-49). Indianapolis, IN: Books Press.

Formatting submission files

- ❖ The Student Author Contract should be sent to 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)