

UW-La Crosse Journal of Undergraduate Research

MANUSCRIPT SUBMISSION GUIDELINES

This document is intended to provide you with some guidance regarding the final structure and format your research manuscript should possess to warrant publication in the *UWL Journal of Undergraduate Research*. Student authors wishing to have their work published in the *Journal* are advised to follow these guidelines as closely as possible. Manuscripts submitted to the *Journal* that are not of high quality in content, format, spelling and grammar will be rejected by the Editors. The Editors do understand that research products and manuscripts from different disciplines may take on different forms. As such, if these guidelines do not adequately answer a specific question, follow the format and guidelines utilized by a major scholarly journal within your field of study. Your faculty mentor should be able to advise you in this regard.

You should take some time to examine articles from any volume of the *UWL-JUR* that has already been published to get a clearer idea of what your final manuscript should ultimately look like. These are readily available on the web at: <http://www.uwlax.edu/urc/JUR-online/index.html>

If any questions about content or format arise, please do not hesitate to contact the Office of Undergraduate Research & Creativity, Room 243 Graff Main Hall (608) 785-8040, or Scott Cooper at scooper@uwlax.edu

SUBMISSION REQUIREMENTS AND INFORMATION

Manuscripts should be submitted by e-mail to: Scott Cooper: scooper@uwlax.edu

Please attach your manuscript file to the e-mail, preferably saved in .docx format using the most recent version of MS Word® possible (.doc files are also acceptable). Name your file, “**yourlastname.yourfirstname.DEPT.docx**.” In the **subject line** of your email note “**yourlastname.JUR**”

If any graphics are present within your manuscript, it would be safest to also send the the individual **.JPG, .TIFF, .EPS, etc.** files along with your manuscript. Be sure to clearly name each file. All graphics or tables within your manuscript must include captions or headings, respectively. **Do not embed these captions or headings in the graphic files!** Rather, they should be typed in the MS Word file.

Extensive corrections in grammar, spelling, formatting, *etc.* will not be made by the Editors during the review and proofing phase—papers not properly formatted or needing significant corrections will be rejected.

MANUSCRIPT REVIEW

After your manuscript has been submitted to the *UWL Journal of Undergraduate Research*, it will be reviewed by the editorial staff, and, if deemed acceptable for publication, converted into a “publication- ready” format (“proof”). If the editorial staff needs any assistance with your manuscript, they will supply your faculty mentor with the proof for final review and minor correction. **Thus, it is imperative that you provide the contact information for your advisor, and work with this person in completing your submission.** It will be your mentor’s responsibility to make any final corrections to the document if contacted by the editors.

FORMATTING

Set up your manuscript document in MS Word[®] with the settings below and carefully use the formatting examples on the following pages:

- Set all margins (top, bottom, left, right) to 1”; set gutter to 0.0”
- Header: 0.5” from top edge (use 8 point Arial ital); header text reads:
author last name(s) *UWL Journal of Undergraduate Research XXII (2019)*
- Footer: 0.6” from bottom edge (use 8 point Arial ital); centered footer reads: #
- Select “no different first page”
- Single space the entire document
- Do not use hard page or section breaks—use multiple blank lines to arrange pages
- Avoid the use of underlined text
- Pay special attention to formatting of tables, figures, and special characters
- Disable any editorial “tracking” utilities
- Text: use the fonts, spacing, and formats as described/shown below

Header:
Last Name

UWL Journal of Undergraduate Research XXII (2019)

The Title Text Format is 14 Point Arial Bold, Title Case

Student Author(s) in 12 Point Arial, Separate multiple authors with commas

Faculty Sponsor(s): Also in 12 Point Arial, List Name(s) and Department(s)

ABSTRACT (JUR HEADING 1, 12 POINT ARIAL BOLD, ALL CAPS)

The JUR abstract text is 10 point Times New Roman. Note that both the left and right margins are justified and both sides should be indented by 0.5” relative to the body text. The abstract section also should be separated from the Authors and Introduction sections by two blank lines, above and below, as in this example.

INTRODUCTION (JUR HEADING 1, 12 POINT ARIAL BOLD, ALL CAPS)

This is the JUR body text, which should be printed in 10 point Times New Roman. Note that paragraph indents are 0.25” from the left margin.

Consecutive paragraphs should not have empty lines between them as in this example. However, one or two blank lines should be left before and after tables, figures, and subheadings (*JUR Heading 2*) as shown below.

JUR Heading 2

If you have subheadings within a major section, use this *JUR Heading 2* format. It is 10 point Times New Roman, italic. Note that a blank line precedes this subheading.

Sub-subheadings. Should be indented 0.25” from the left and printed in 10 point Times New Roman, boldface, in line with the text introduced, as in this example.

FIGURES AND TABLES

If **figures** are to be used, they should be imported into your Word file as .tif (preferred) or .jpg files and presented as shown below (**use the “in-line with text” setting under >format >picture**). References to each figure or table should be made from the body text, for example, “see Figure 1.” Figures and tables may be in color.

Captions must NOT be embedded within the graphic or table itself. **Figure captions should be placed BELOW**

the figure (see Figure 1, below).



Figure 1. Example of a centered image with this caption printed below it

If **tables** are to be used, they should include only a minimum number of horizontal lines and should be presented as shown in Table 1 below. Avoid the use of vertical lines in tables. **Table headings should PRECEDE the table as shown below.** Also note proper use of boldface in the caption example below. Tables must be constructed to fit easily within the page margins.

Table 1. Example of a centered table with this caption/heading printed above it (indented 0.5”)

Variable of Interest	Primed Condition (N = 49)	Unprimed Condition (N = 62)
Sexual opinion survey	M = 46.75 SD = 12.52	M = 45.19 SD = 11.52
Levels of appropriateness in scenarios ^a	M = 14.91 SD = 5.26	M = 15.34 SD = 4.39
Levels of sexual content in scenarios ^b	M = 25.49 SD = 6.08	M = 27.70* SD = 5.08

^a The higher the number the more appropriate the scenario was rated.

^b The higher the number the more sexual the scenarios was rated.

*p < 0.05

LITERATURE CITED / REFERENCES / ENDNOTES

References should also be listed in 10 point Times New Roman as shown in this example. Hanging, 0.25” indents are preferred, with no blank lines between references. See example below. These references may be ordered alphabetically (as shown here) or numerically, using hanging indents.

- Agrios, G.N. **1997**. Plant Pathology. 4th ed. Academic Press, San Diego. 635 pp.
- Baker, K.R., Carter, C.C. and Sasser, J.N. **1985**. An advanced treatise on *Meloidogyne* vol II: methodology. North Carolina State University Graphics.
- Cremlyn, R. **1975**. Pesticides. John Wiley & Sons, New York. 240 pp.
- Jaffee, B., D.Pearson, and L.Timm. **2001**. Nematode-trapping fungi in conventionally and organic managed corn – tomato rotations. *Mycologia*. 93: 25-29.
- Jenkins, W.R. and D.P. Taylor. **1967**. Plant Nematology. Reinhold Publishing Corporation, New York. 270pp.
- Manakau, R. **1980**. Biological control of nematode pests by natural enemies. *Annual Review of Phytopathology*. 81:415-440.

MANUSCRIPT CONTENT

The final form and content of your paper will depend greatly on the nature of your topic and certain publishing conventions that exist within your discipline. It is expected that the faculty advisor for each project will provide substantial guidance in this matter. An excellent general resource providing details of the content, style, and organization of a typical journal article is the *Publication Manual of the American Psychological Association*, which is accepted as a definitive source in many disciplines. While the emphasis there is on empirical research reports (based upon original research and data collection), other types of papers are also described (review articles, theoretical articles).

Your specific discipline may have its own publication style preferences, and you should explore this matter with your faculty advisor. For most all disciplines, however, articles should follow the standard format detailed above. All should begin with a descriptive title, the name of the author(s) the name(s) of the faculty advisor(s), and an abstract describing, in brief, the purpose, methodology, and findings or conclusions of the project (see below).

Manuscripts describing empirical research will typically be organized into sections, labeled Introduction, Methods, Results, Discussion, (or variations on those subheadings), along with a complete list of References **at the end** of the document. Previous volumes of the *UW-L Journal of Undergraduate Research* provide many discipline-specific examples that you may follow.

The rest of these guidelines are intended to provide you with a better sense of the content (and appearance) of a typical, final *JUR* research manuscript. Beginning with "Title of Your Article" below, the rest of these directions are written in the accepted *UW-L JUR* style.

Title Of Your Article

Your Name, Your Partner's Name(s)

Faculty Sponsor: Faculty Mentor's Name, Department

ABSTRACT

This will be a brief statement of what was done in your research, along with your principal results and conclusions. Only the most important facts should be related here, in non-indented paragraph form. Offset the abstract by using margins that are indented 0.5" on each side, relative to the body of your manuscript. You may list key words to aid in on-line computer-search applications, if that is appropriate. For example: **Keywords** (not required but acceptable): undergraduate research, manuscript, submission

INTRODUCTION

This is the first formal section of a research report. This and the sections to follow should be single-spaced and laser-printed on only one side of the paper (8.5" x 11"). Early in this section, provide a general description of the research problem or activity. Attempt to identify and define whatever terms your reader will need to understand your project. The remaining paragraphs are often used to summarize relevant findings from previously completed research. Always be sure to cite your sources. Check with your advisor for a citation style that is commonly accepted within your discipline, some will use (Author, year) and others numbers (1). The last portion of an introduction is often used to state the specific expected outcomes of the project; sometimes this appears as one or more formal testable hypotheses.

METHODS

The content of this subsection may vary greatly, depending upon the nature of the research project. You should refer to publication manuals or published research for information specific to your type of project. Sometimes this subsection is labeled "Materials and Method." Figures (see below) are often used to clarify and explain important details. In general you should use this sub-section to explain to your reader, in as clear a way as possible, what you did, in the order that you did it. In an empirical research report, you should try to provide enough detail that another researcher could essentially duplicate your study without referring excessively to other sources.

RESULTS

This should be a clear description of any data (or other material) generated as a result of your research. It must start out as a written description, but this subsection is often supplemented with Figures and Tables, or other types of graphic images. These are never sufficient by themselves. Figures and Tables should not appear in your paper until after they've been mentioned or referred to in the written portion of this section. They should appear as soon as is reasonable after such mention, either on the same page, or on the next page (see Figure 1, and Table 1). Notice, in particular, that in most scientific papers, the number and title of a Table appear above the data being described, but the number and title of a Figure appear below the data. Any units of measurement must appear either in the title, or independently in the column or row headings. A table is useless unless the reader can understand exactly what is represented. Graphic materials, properly labeled, should be included in the body of your paper, as close as possible to the point where they are mentioned, and should not be grouped at the end. The Results section is also the place to include any statistical interpretation of the data, if such exists. Be sure to point out any important features of your findings, but *avoid any theoretical interpretation* unless you are combining this with the next section (DISCUSSION or CONCLUSIONS).

DISCUSSION (AND / OR CONCLUSIONS)

This section is sometimes combined with the previous RESULTS section, especially when that permits a more efficient presentation. Your "Discussion" should include any theoretical interpretation of your data, including, when appropriate to your topic, the following: 1) whether your results support any specific hypothesis or hypotheses you may have stated in your introduction; 2) how your results compare with the results in your cited research sources; and 3) what theories or explanations seem to best explain or account for the results that you are describing. Again, be sure to cite the sources for theoretical ideas and explanations provided by other writers or sources. Also, address whether there are any practical applications for the results or methods used in your research.

LIMITATIONS

It is often useful, particularly in undergraduate research, to provide a summary of the limitations of the research from methodological, theoretical or other points of view, to provide perspective and to serve as a possible basis for improvements in future projects.

ACKNOWLEDGEMENTS

Feel free to use this section to briefly acknowledge any and all who helped you bring your project through to fruition. This typically involves thanking any funding sources, in addition to the UW-L Undergraduate Research Grants Program, if appropriate.

REFERENCES / LITERATURE CITED

Provide a complete list of all cited materials, in a format that is consistent with publications in your area of study as described earlier. Note that references should use a hanging indent style such as this.

APPENDIX

This section is optional, and is generally unnecessary. In some cases, it may be included to provide a more complete description of materials used in the study (survey questions, *etc.*). The Editors of the *UW-L Journal of Undergraduate Research* would prefer that no appendices be used. However, if absolutely necessary, the number of pages in an appendix should be kept to a minimum!