SURJ at Clark The Scholarly Undergraduate Research Journal

Author Agreement

The Scholarly Undergraduate Research Journal (SURJ) at Clark maintains a high standard of peer-reviewed, original undergraduate research writing, submitted by students in all disciplines except foreign languages. All submissions undergo rigorous double-blinded peer and faculty review, with peer reviewers including undergraduate and graduate students. SURJ also aims to expose undergraduate students to the submission and peer review process of research. Authors should present their findings in a way that is accessible to a diverse audience. SURJ is open to any student who completed their research and writing while an undergraduate student at Clark; alumni who have graduated within two years are welcome to submit to the journal. SURJ articles include full text manuscripts that discuss raw data, sometimes including, tables, images, figures and graphs, as well as communications that do not include raw data.

SURJ reserves the right to reject any submission that fails to meet the scholarly or academic standards of the journal. Please read the following material very closely.

ELIGIBILITY

Any Clark undergraduate may submit an original research manuscript or a communication. Communications do not include data. Clark undergraduates who have graduated no more than two years ago may also submit, as long as the entirety of the work and research was completed while the author was an undergraduate.

AUTHORSHIP

Any undergraduates who have made a significant contribution to the manuscript should be listed as authors. Graduate students, post-doctoral fellows, faculty, and/or principal investigators should also be listed as co-authors if they contributed to the research. Regardless of authorship, any person who has made any sort of contribution to the work of the authors should be thanked in the acknowledgements. Additionally, students must include in the acknowledgements any sources of funding.

ACADEMIC INTEGRITY

SURJ exercises a zero-tolerance policy for plagiarism. SURJ expects that all authors submit work that is *wholly* their own or otherwise attributed to another author with proper citation of references and sources. Any failure to meet these expectations will be confronted with the utmost seriousness by the SURJ Editorial Board. It is the author's responsibility to review Clark University's Academic Integrity policy, which SURJ uses ensuring academic integrity. Suspected violations of the Academic Integrity policy may be reported to the College Board for review.

Academic Integrity policy: https://www2.clarku.edu/offices/aac/integrity.cfm

FACULTY MENTOR APPROVAL

All manuscripts that are submitted for review must be approved by the sponsoring faculty mentor under whom the research was conducted. Approval by a faculty mentor provides a quality check on all manuscripts being submitted for review and ensures that all submissions meet Academic Integrity standards. This also ensures that the submitted content is not in conflict with faculty interest or faculty research. The faculty sponsor may be included as a co-author if applicable. If the sponsoring faculty mentor is on sabbatical or otherwise unavailable at Clark, another faculty member from the same department will suffice as long as they are aware of the research process and the author's work.

HUMAN SUBJECTS

Any research involving human subjects must be reviewed by Clark's Institutional Review Board (IRB). Authors must submit a copy of the IRB Action Report that indicates IRB approval. Authors with questions should visit www.clarku.edu/offices/research/compliance/humsubj/ or contact Diane Sainsbury at dsainsbury@clarku.edu.

COPYRIGHT & EXCLUSIVITY RIGHTS

SURJ reserves the right to reproduce and reprint any published article for promotional and other pragmatic purposes. After publication, however, the authors retain all copyrights which will allow them to publish, present, and/or use all or any part of their contributions for their own purposes.

Additionally, SURJ waives its exclusivity rights to the authors' published work. This means that the authors retain the right to present their research in any other publication, proceeding, or presentation. Please note, however, many professional journals require exclusive rights to authors' published work. While SURJ will allow authors to publish elsewhere, many journals do not. Publication of your original data in SURJ therefore may deter your ability to publish in other professional journals, and, therefore, we strongly encourage that the authors check the policies of other journals in which they may plan to publish to ensure that there are no exclusivity conflicts. Journals may have provisions for student journals. Additionally, in such circumstances we encourage authors to consider submitting a communication, and omitting major data sets intended for publication elsewhere.

SURJ CONTACT INFORMATION

All inquiries and questions should be directed to the Editorial Board of the Scholarly Undergraduate Research Journal (<u>SURJ@clark.edu</u>).

SUBMISSION TYPE

Please check one:

□ Research Manuscript □ Communication

AUTHORS

As authors of the attached submission, you have read this document in its entirety and agree to the conditions set forth above and in the *Submission Guidelines*. Furthermore, you also attest that the submitted work is both original and authentic and meets Clark's Academic Integrity policy.

Name (Author 1):	Signature	Date
Name (Author 2):	Signature	Date
Name (Author 3):	Signature	Date
Name (Author 4):	Signature	Date
Name (Author 5):	Signature	Date
Contact information of submitting author:		

Name : _____ Email: _____

FACULTY MENTOR

As the faculty mentor of the aforementioned undergraduate(s), you attest to the caliber of the manuscript being submitted. To the best of your knowledge, after reading the submission, you affirm that this

manuscript is of high scholarly quality and at least warrants review for publication. You also affirm to the best of your knowledge that submission is in line with Clark's Academic Integrity policy. If you have reason to believe that the manuscript is not ready to be reviewed, please encourage the student(s) to revise the manuscript, conduct additional experiments, and/or research further and resubmit at a later date.

Faculty mentor: _____Date_____

Faculty mentor email: _____