

Submission Guidelines

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.

All submissions must follow the formatting guidelines in order to be taken into consideration.

CONTRIBUTIONS

SURJ's formats for original research are Manuscripts and Communications. Authors interested in submitting an article in a format not listed here should contact the Editorial Board prior to submission (SURJ@clarku.edu).

Manuscript

A research manuscript reports original research and assesses its contribution to a particular body of knowledge in a field of study. All research manuscripts must contain the student's own conclusion. For the purpose of SURJ, a research manuscript must be written by the student and must utilize the student's own ideas.

-Manuscripts are typically fall within 6,000 to 7,000 words (approximately 15 to 16 pages, but not to exceed 25 pages). This includes text, notes, references, tables, figures, images, and appendices, but excludes the abstract.

-Manuscripts must be accompanied by an abstract of 150-200 words that clearly states the research question or topic, the rationale for the research, a statement of the main conclusions, and why the findings are of significance. The abstract should be written for a general audience.

Communications

Communications are short reports of original research that focus on highlighting an important finding that will likely be of considerable interest to others in the discipline. This is an option for students that may be interested in submitting a manuscript to a professional journal and do not wish to include their primary data in their SURJ submission.

-Communications typically fall within 2,500 to 3,500 words (approximately 5 to 7 pages, but not to exceed 25 pages). Communications for SURJ do not include raw data and present the findings in text form. Please contact the editors (SURJ@clarku.edu) with questions.

-Communications should have a limited number of references (approximately 15) and should be preceded by an abstract (150 to 200 words). This abstract should be written for a general audience.

SUBMISSIONS

Submissions should be uploaded electronically to the SURJ website on the Clark Digital Commons:
<http://commons.clarku.edu/surj/>

This requires an account to be created. All submissions require an author agreement and approval of the faculty mentor. If the submission is independent student work, please contact the Editors and a decision will be made on a case by case basis. If the faculty mentor is no longer at Clark or is on sabbatical, the signature of a faculty member in the same department who has read the submission will suffice.

SUBMISSION FORMATTING

- All submissions must be double-spaced with 1" margins, using 12 point Times New Roman font.
- Pages should be numbered, beginning with the first page of text.
- Submissions should be doc., RTF, or PDF files.
- Titles should be concise.
- Submissions should include an abstract of 150 to 200 words that provides a general description of the research, the method for addressing the research question, and the findings or conclusions presented.
- All acknowledgments should be included in the cover page footnotes, available in the submission form. Acknowledgements should thank those who made any contributions or commented on drafts of the manuscript or communication.
- Acknowledgements must disclose funding sources or other sources of support for the project.
- All submissions must include the Author Agreement Form, which requires a signature from the faculty mentor with whom the research was conducted.

Manuscript order:

1. Abstract
2. Article text (A research article might typically include the following sections: an introduction, literature review, methods, findings or results, and conclusions)
3. References
4. End notes (if applicable)
5. Figure legend(s) (if applicable)

CITATIONS AND REFERENCES

-All citations must be consistent in the chosen format. We strongly suggest that authors check their citations in duplicate prior to submission. Articles that are accepted for publication will be subject to a thorough cite-checking procedure in the interest of academic and professional integrity.

-All submissions must abide by Clark's Academic Integrity policy, as set by the College Board.

-Footnotes should not be used. Please convert footnotes to endnotes.

-Authors may use any form of citation, as relevant to their field of study. Common formats include the following:

- Social sciences: APA Style: <http://www.apastyle.org/>
- Humanities: Chicago Manual of Style: <http://www.chicagomanualofstyle.org/home.html>
- Sciences (general guidelines for citations): The Writer's Handbook, University of Wisconsin-Madison: <http://writing.wisc.edu/Handbook/Documentation.html>

ENDNOTES

Endnotes are brief and should follow the reference list. Could also be cited in the next as sequential arabic numbers as superscripts or in brackets, as is common in the natural sciences.

FIGURES, TABLES, AND IMAGES

-The preferred formats for figures, tables, and images are TIFF, JPEG, or PDF. Authors with questions about other types of formats should contact the Design Editor, Amy Wong at SURJ@clarku.edu. Please note that high-resolution images are required publication.

-Authors should place figures with figure captions within the body of the text. Please note that the editors of the journal reserve the right to manipulate image positioning to suit the page layouts.

-High resolution versions of all images intended to be included in the submitted article may also be compiled into a separate document (either MS Word or PDF), scaled to full size or the dimensions of one page of the document, and tagged appropriately (Fig. 1, Fig. 2, etc) as a supplement. Should an article be accepted for inclusion in the journal, the author may be contacted to submit individual images files.

-Authors are responsible for attaining proper rights to use images. Images, diagrams, or figures taken from the internet cannot be used unless the authors have obtained proper written permission.

Note: Images, diagrams or figures that do not have the proper permissions or citations could lead to a submission being disqualified for publication in SURJ.

Submitting Files

-Authors are strongly encouraged to upload all files to the SURJ submission portal on Clark Digital Commons at <http://commons.clarku.edu/surj/> . This will require the creation of an account. Click the Submit Article link and follow the instructions on the subsequent pages.

SURJ CONTACT INFORMATION

All inquiries and questions should be directed to to the Editorial Board at SURJ@clarku.edu.

AUTHOR CHECKLIST

- Sign and submit the Author Agreement. *Articles will not be reviewed until the Author Agreement has been received.*

- If applicable, submit a copy of your IRB Action Report indicating IRB approval for work involving human subjects. *Articles will not be reviewed until the approved IRB Action Report has been received.*

- Submit article and supplementary files to Digital Commons at commons.clarku.edu/surj/ following the submission guidelines.