SUBMISSION GUIDELINES FOR AUTHORS

University of Michigan Undergraduate Research Forum
http://www.umich.edu/~umforum researchforum@umich.edu Revised: 4/10/2007

OVERVIEW

The Forum will accept research articles, reviews, and interviews/letters authored by undergraduate students attending the University of Michigan (Ann Arbor). Mentors and faculty members may act as secondary authors, but submitted articles must be composed primarily by University of Michigan undergraduate students. A submission must include experimental and/or survey evidence as the basis for the conclusions of the author(s) for it to be considered research-related. Submissions can be about technical research, but should be written at a more general level appropriate for the broad readership of the journal.

Members of the University of Michigan Undergraduate Research Forum may submit works in the same manner as any other student if they are not members of the Student Review Board. Members of the Student Review Board may submit only review articles.

The student should submit a complete soft copy (in Microsoft Word format) of the work online. Author/mentor agreement forms may be dropped off at the UROP office. All submissions will be evaluated based upon the quality of research as well as its presentation.

For an article to be considered for publication, a submitter must:

1) Author an original article in a Word document format. Visuals should be attached at the end of the article and the location of each visual cited in the text. All visuals should be numbered and accompanied by a brief caption. Sources should be cited in endnote form as explained in the References section below.

2) Submit his/her article electronically at the Forum's web site (http://www.umich.edu/~umforum). The submitted work must contain the submitter's name, uniqname, UMID, concentration/major, year, mentor, and contact information.

3) Complete and turn in hard copies of the author and mentor agreement forms. The mentor agreement may also be sent electronically from the mentor's University email account (xx@umich.edu).

For more resources and additional updates please refer to our website.

TYPES OF SUBMISSIONS

Review

A review summarizes past research performed in a specific academic concentration and discusses possible future directions for research in that field in an accessible manner. University of Michigan faculty who specialize in the field reviewed should also be mentioned. This is the only type of article that members of the Student Review Board may submit.

Letter

A letter to the Forum expresses the opinion of an undergraduate student on a humanitarian or scientific issue. The opinion must be backed by experimental

or survey data. A letter may also discuss an interesting personal research experience (not necessarily related to research done at the University of Michigan) as long as the person writing the letter is a University of Michigan undergraduate student.

Original Research Article

An original research article should report motivations for research, research objectives, experimental data, and subsequent conclusions without going into too much technical detail. The primary author of the article must have completed the majority of the research described. Publication in the Forum will not hinder the publication of the author's work in any professional journals due to the general level/style of the article.

Interview

An interview of a researcher or another individual closely connected to research may be conducted by a student and submitted to the Forum with the signed consent of the person interviewed. Other faculty who specialize in the same field as the interviewee should be mentioned.

SUBMISSION SETUP

Template Word documents are available on the Forum website:
http://www.umich.edu/~umforum
Please double-space submissions, writing in Arial 12-pt font. Name all files beginning with the last name of the primary author. Example: carterMainText.doc

Title

Titles should be brief descriptions containing keywords. They should not be full sentences.

Author(s)

Only undergraduate authors on the University of Michigan Ann Arbor/Dearborn/Flint campuses should be listed during submission. It is possible for the author to be published after his/her graduation as long as the submission took place while s/he was an undergraduate on campus. Please include the name of the department or institution where the research was conducted, as well as author contact information.

Abstract

An abstract should be limited to a concise paragraph (100 words or less) that summarizes the major arguments of the submission and explains the most compelling motivations for performing the research.

Main Content

Submissions should be written for the non-specialist (someone who is not an expert in the field addressed in the article). A "popular" style and pedagogical stance are recommended. We suggest using a writing style similar to the one found in *Scientific American,* which is available on the first floor of the Undergraduate Library (UGL) or the Science Learning Center (SLC). Undergraduate research journals published at other universities can be found in the UROP office. We advise that submitters request colleagues in DIFFERENT fields to read their final draft before submission for confirmation of the article's comprehensibility. The author may section the text in the most logical and relevant manner.

Tables

Each table should appear on a separate page. Please include a title, appropriate SI units, a short, descriptive caption, and a double-spaced legend with each table. **All tables must be in Black & White.**

Figures

Figures may be inserted directly into the document but the images should not be overlaid or resized. **All figures must be in Black & White.** Each figure should never exceed 5 MB, and the advised file type is JPEG or TIFF. Restrict all DNA/amino acid sequences, chemical schemes, mathematical equations, etc. to a comprehensible, unintimidating level. Four to six figures are recommended.

Graphs

Each graph should be titled. The ordinate and abscissa should be labeled with the measured parameter and the units of measure, but the graph should not be cluttered with scale lines. Colored or shaded lines should not be used on graphs. Instead, solid or open symbols should be used to represent different lines. The background of each graph should be white. A copy of each graph should be saved in case future revisions are necessary. **All graphs must be in Black & White.**

References

All citations of other works are to appear as numbered endnotes, not in footnote form. A citation should be denoted by a number at the end of a sentence (e.g. … (4).). Please cite only journal manuscripts, conference proceedings, and published books. Journal manuscripts in preparation may also be cited. The maximum number of citations per article is 20. All references should be done in RefWorks. The University of Michigan makes this service available to all University students.

To get access to RefWorks go to:

http://www.lib.umich.edu/help/refworks/access.html

While inputting your Sources into RefWorks, please input all fields required for the journal "Science."

At the time of submission, please provide us with an exported copy of your sources in the RefWorks Tagged Format. To do this, go to Tools, then Export References. Next select the radio button labeled "RefWorks Tagged Format" and click the "Export to Text File" button. Email us this exported file.

Acknowledgements

Sources of funding or technical assistance should be addressed in a separate acknowledgements section at the end of the article.

Cover Letter (optional)

The author may write a brief (<100 words) cover letter to the Forum discussing the motivation for the article or other concerns. This letter will be kept confidential.

POST-SUBMISSION CORRESPONDENCE

The author will receive confirmation that the Forum has received his/her article no more than two weeks after submission. Notification of article acceptance or rejection will occur within one month of submission (fall and winter semesters only). The author must respond to a notification of acceptance within two weeks. If a reply is not received within this time frame, the original submitted article may or may not be published.