



The Washington University Journal of Undergraduate Research

WUJUR

Submission Guidelines

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wujur.org

Introduction

Thank you for your interest in submitting to *WUJUR*! We look forward to reading your work.

We expect that it may take **1-2 hours** to prepare your work for submission.

If you will not be able to submit your work by this time, if you have a question not answered in this document, or if you believe you have found an error, do not hesitate to contact us at wujur@su.wustl.edu.

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General Information about *WUJUR*

General information about *WUJUR* and the submission process can be found at <https://wujur.org/publish/>.

Eligibility and Submission Types

- *Student Eligibility.* First/Primary Author must be a current WashU undergraduate student or recent alum (within one year, or two semesters, of graduation).
 - **A WashU undergraduate student** is defined as any B.A. or B.S. candidate at Washington University in St. Louis who has not received their degree by the time of submission.
 - **A recent WashU alum** is defined by any individual who has earned a B.A. or B.S. from Washington University in St. Louis within the past year, or two semesters.
 - **WashU Students who are currently studying abroad** at a different institution, but who will return, are eligible.
 - **Students who are taking a leave of absence** from WashU for one or two semesters, but who intend to resume their degree studies upon their return, and who have already completed one semester of study at WashU, are still eligible.
 - In exceptional cases, *WUJUR* may accept the work of a WashU-affiliated student or faculty who does not meet these requirements.
- *Ineligibility Criteria and Dual Publication.*
 - *WUJUR* cannot accept a duplicate of work (i.e. a manuscript containing mostly identical data or analysis) that is already in review, in press, or published:
 - as a paper in another academic journal.
 - as an exclusive conference proceeding. These are conference-associated works that are published with exclusive copyright or reuse restrictions.
This typically refers to conference papers.
 - All other work, including data from most posters previously presented at a national, international, or WashU-local conference, can be submitted to *WUJUR*.
 - Work published in *WUJUR* **may be published elsewhere**. However, students and mentors should always be fully aware of other journal/organization's policies concerning exclusivity and prior publication, and always keep *WUJUR* informed

with other places where their work may be published. This responsibility lies with the student (and mentor) who is submitting the work, not *WUJUR*.

- Authors with these concerns:
 - may opt to provide a preliminary or partial-data publication to *WUJUR*.
 - have the choice to share their *WUJUR* work in a non-archived manner by restricting publication of their full manuscript to print, with only an abstract visible online.
 - if need is demonstrated, will be able to withdraw their work from *WUJUR* archives post-publication.
- **If any of the above scenarios are relevant to you**, you may contact us for additional guidance.
- *Authorship*. Every individual who contributed to the generation of the submitted work, whether that be through writing of the manuscript, creation of data found in the manuscript, or contribution of ideas, **must be properly credited as an author of this work**, and **every author must consent** in order for a work to remain eligible.
 - The student who submits the work will be the *Primary Author*, who is responsible for correspondences relating to the review and publication of the work.
 - A significant proportion of the work in a submitted manuscript should be that of the student who submitted the work. This pertains not only to the writing but also the research itself.
 - **If this work is solely individual**, only the student, the creator of the work, will be the author.
 - **If this work was conducted in a group** under the guidance of a mentor, Primary Investigator (PI), or any other individual who is primarily and *most directly responsible for the research of this group*, this individual **must consent** to the publication of the submitted manuscript.
 - If a manuscript is selected for review and publication, *WUJUR* will contact this individual to confirm their consent and the consent of their group.

- This leading individual will be responsible for verifying not only their own consent but also the consent of any other listed author within their group (*e.g.* they will consent on behalf of other researchers in their group who also participated in this research).
 - This leading individual will also confirm their agreement with the author order provided by the student upon submission.
 - *WUJUR* will remove a submission from consideration if this individual and their group do not consent to the publication of the manuscript. For this reason, **we strongly recommend that you verify the consent of this individual** prior to submission.
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- *Submission Types.* Works are eligible to be submitted under one of the two following categories:
 - **Original Research:** Undergraduate Research Works and Projects
 - We recommend that these works range from 500 to 10,000 words.
 - We accept a wide variety of original works (see below for more information: *Submission Requirements and Manuscript Formatting - Structure and Style*).
 - This includes anything from poster length to paper length.
 - **Reviews:** Review Articles
 - We recommend that these works range from 300 to 3,000 words.
 - Students have flexibility with how broadly they might focus their Review, depending on the length.

Terms and Conditions for the Author(s)

We've established Terms and Conditions to help you understand the rights that you retain as an author and the expectations you will hold with our Journal. *WUJUR* will never claim your own work as our property.

You will **not** be expected to sign these Terms and Conditions now – only if and after your work is approved for final publication, i.e. after your manuscript has passed initial review and the peer review process.

Here are most important details you should know:

- You will grant *WUJUR* the right to reproduce, publicly distribute, publicly display, publicly perform, and sublicense the Work in electronic and print editions of *WUJUR*.
- Copyright in the work remains with the Author.
- You retain the right to withdraw your Work during the revision process, and you may also request to withdraw your Work after publication if you have valid reasoning.
- You retain the right to publish your work elsewhere after publishing in *WUJUR*.
- You have informed all relevant mentors, principal investigators, or research supervisors who oversaw or contributed to the creation or development of the Work that the Author intends to publish the Work in *WUJUR*; and resolved any concerns regarding authorship, intellectual property, research data, or other matters that could impact publication.
- *WUJUR* requires that the Author determine, prior to publication, whether it is necessary to obtain permission from any third party who holds rights with respect to any photographs, illustrations, drawings, text, or any other material (“third-party work”) to be published with or in connection with the Work. Copyright permission will not be necessary if the use is within fair use, if the work is in the public domain, or if the rightsholder has granted a Creative Commons or other license. If either the Author or *WUJUR* determines for any reason that permission is required to include any third-party work, the Author will obtain written permission from the rightsholder.
- You may opt to have your work distributed under a Creative Commons license, if desired.

Submission Requirements, Formatting, and Structure

- Download the *Manuscript Template* (wujur.org/submission-and-guidelines) or alternatively, follow the requested formatting detailed below.
- Submit as an editable .doc / .docx file. We request that all manuscripts are prepared through either Google Docs or Microsoft Word. We are not directly accepting files from LaTeX or other document preparation software.
- Times New Roman, 12 pt, double spaced, with standard 1" margins and pages numbered in the top right. Student ID at the top left corner should serve as the only identifier.
- Include an **abstract**: a short summary of your research work, up to approximately 250-300 words long.
- Include and properly label figures, tables, and graphs with relevant legends, axes, and/or captions.
 - Figures, tables, and graphs may be incorporated into the document as seen fit: either in line with text, or at the end of the document.
 - Figures should always include a text legend and should be referenced in the text.
- **Rename the document to the following:** "WUJUR-TermYr-yourStudentID.docx"
- **Please ensure an *anonymous* copy of the manuscript**, with no name or direct personal identifier found throughout the document. Include your WashU student ID instead (*e.g.* 512345).
- You may additionally attach high-quality versions of your figures to the form, or necessary supplemental materials.
 - Submit figures separately titled "WUJUR-TermYr-yourStudentID-Figure#."
 - Submit supplemental materials as "WUJUR-TermYr-yourStudentID-SupMat."

Structure and Style

- Writing should be clear, logical, and professional, and free from typographical, grammatical, or structural errors.
 - It should generally align with the standard of writing found in other academic journals.
- **For Original Research works:** *WUJUR* accepts work anywhere from the amount of material that you could fit in a poster presentation to a full paper. If you have presented a poster, you could adapt it into a written form, and the Journal may consider this work.

Rather than length, the main criteria for **Original Research** are:

- It may be published as a stand-alone unit of work, with demonstrated logical consistency and rigor in research.
- “Gaps” or areas where more work is needed are properly and reasonably addressed in a way that ties the work together into a more cohesive unit. (This is particularly the case for shorter works, like transformed posters).
- Significant results in research are always valuable, but they are not necessarily required for all portions of a work of **Original Research**. The Journal appreciates works where students are able to demonstrate their critical capacity to reason current failures or shortcomings with work, and next-steps to resolve unanswered questions.
- Follow the guidelines for recommended word length (not considering figures and citations):
 - ~300-3000 words for Reviews; ~500-10000 words for Original Research
 - Manuscript documents in total should never exceed **30 pages** in length.

- The exact outline will vary depending on the paper, discipline, and discretion of the author, but generally follow a structure similar to the following:
 - Original Research: introduction, methodology, results, discussion, conclusion, and bibliography.
 - Reviews: introduction, relevant sections for review, conclusion, and bibliography.
- You may use the citation style which is most appropriate for your field of work.

Generally, you may use APA for NSME and Social Sciences articles, or MLA for Humanities. Make sure to refer to the respective style guide. For an APA example:

- **References within the text should follow this format:** Lorem ipsum odor [1] amet, consectetur adipiscing elit. **Note the numeric brackets (i.e. [1]) used.**
- **The citation in the bibliography at the end would appear as follows:**
[1] Lowry, O., Rosebrough, N., Farr, A., and Randall, R. (1951). Protein measurement with the Folin phenol reagent. *Journal of Biological Chemistry*, 193(1), 265-275.

What Should You Expect After Submission?

The Editorial Board will return their decision to you the week after the submission deadline. If selected, we will verify with you and all relevant parties to confirm consent in moving forward with the Peer Review and Submission process.

If all authors consent, the manuscript would then enter the blinded peer review process. This will contain 1-2 rounds of peer review. In this process, 1-3 anonymous *WUJUR* Peer Reviewers (undergraduate students accepted by the Editorial Board to serve as experts in a field relevant to your own) and 1 anonymous *WUJUR* Handling Editor (undergraduate students and members of *WUJUR* who will oversee review of your manuscript) will impartially review your work. They may suggest revisions to you in the first or second round. You will be expected to reasonably satisfy these requests in order for the work to proceed to publication.

Before final publication, the *WUJUR* Editorial Board and our Faculty Advisory Board will perform final checks to ensure the quality and consistency of work. We will again reach out to you and all relevant parties for a final verification before publishing the work in print and/or on our website, expected by the end of the semester.

We will work closely with you through this process, and we ask that you please respond to correspondences within **2 business days**. You always reserve the right to withdraw your manuscript from consideration during this process by contacting the Journal in written form.