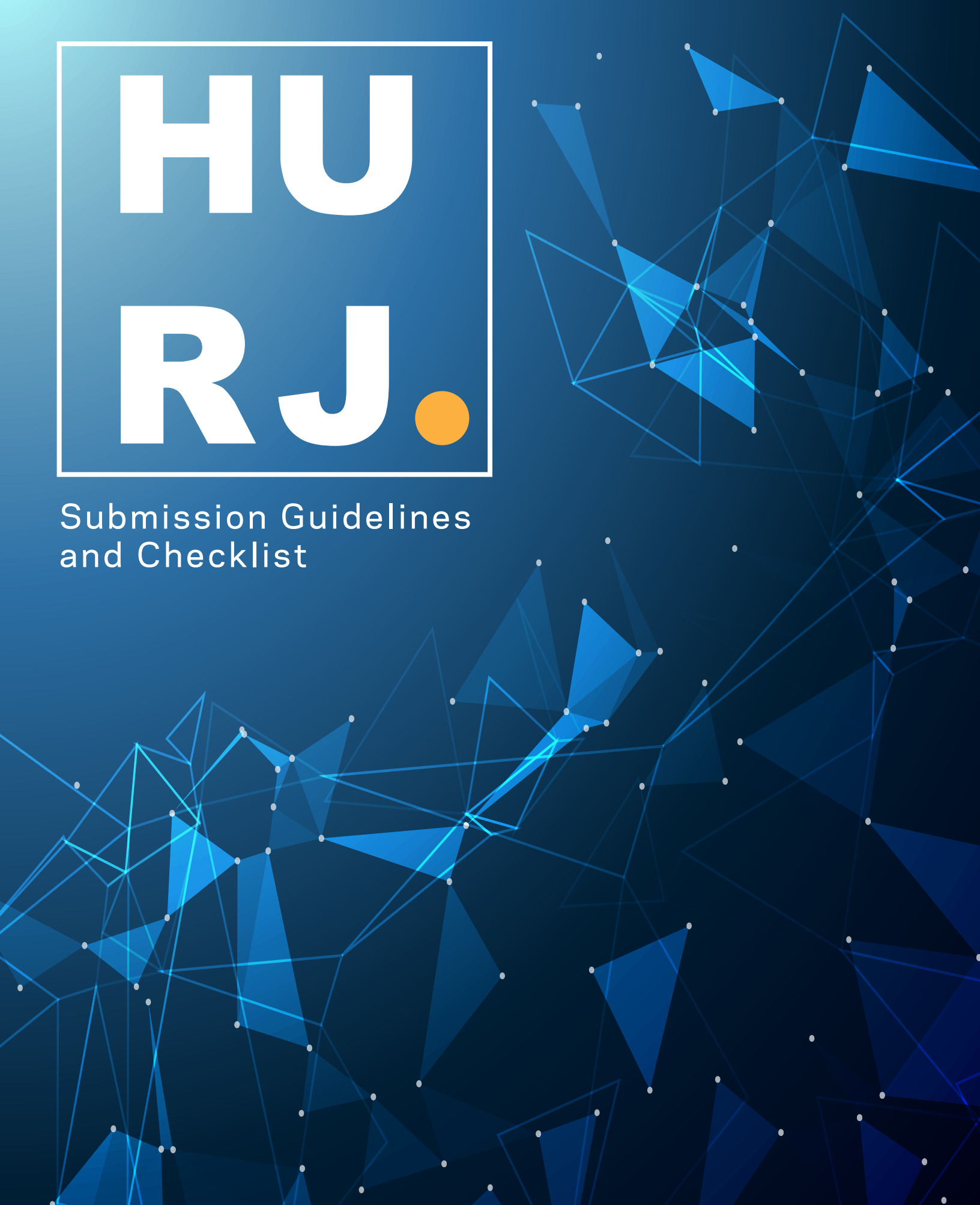




# Submission Guidelines and Checklist



# Guidelines For Authors

---

2017-2018

The Hopkins Undergraduate Research Journal  
JOHNS HOPKINS UNIVERSITY

## Table of Contents

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>ABOUT HURJ</b>	<b>3</b>
<b>ARTICLE TYPES</b>	<b>3</b>
<b>ELIGIBILITY</b>	<b>3</b>
<b>AUTHORSHIP, RIGHTS, AND CONSENT</b>	<b>3</b>
<b>MANUSCRIPT PREPARATION</b>	<b>4</b>
SUBMISSION	4
OVERVIEW	4
RESEARCH ARTICLES	4
REVIEW ARTICLES	5
FIGURES AND TABLES	5
NUMBERS, UNITS, AND EQUATIONS	6
EXCEPTIONS FOR MATHEMATICS, PHYSICS, AND COMPUTER SCIENCE SUBMISSIONS	6
CITATION AND REFERENCES	6
<b>THE REVIEW PROCESS</b>	<b>7</b>

## About HURJ

### Celebrating 14 years of HURJ.

The Hopkins Undergraduate Research Journal (HURJ) launched in Fall 2003 as a student-run initiative to benefit the undergraduate research community. Our mission is to encourage, publish, and promote undergraduate research. This key resource unites student researchers, student editors, faculty supervisors, graduate students, and faculty reviewers. As an undergraduate journal drawing on peer reviews from around the world, this journal intends to provide aspiring undergraduates with valuable experience in the process of writing and publishing peer-reviewed academic articles.

Our diverse editors, united by the mandate to promote undergraduate research, are involved in all journal operations, from soliciting research articles to coordinating the peer-review process and launching the journal.

This document is a guide for authors who wish to write an article for publication in HURJ.

## Article Types

HURJ accepts articles in the following two categories:

- I. **Research Articles:** these articles report original research carried out by the student during their undergraduate career. They must demonstrate clear writing and sound scientific reasoning, and have scientific merit consistent with the undergraduate level of expectations. We welcome articles from all disciplines of science.
- II. **Review Articles:** these articles are meant to summarize the current state of understanding on a topic in science. They encapsulate information from a vast number of peer-reviewed papers to give readers a comprehensive yet concise review of the topic.

## Eligibility

Articles eligible for publication must meet the following criteria:

- I. The research reported in the article must be carried out during a student's undergraduate career, at any accredited higher-education institution;
- II. All authors or co-authors must review the HURJ Journal Guidelines and indicate their consent to have the article submitted;
- III. The complete manuscript and consent form must be received by the submission deadline.

## Authorship, Rights, and Consent

Authors **retain all rights** to their research work. Articles may be submitted to and published in other journals subsequent to publishing in HURJ. Responses from a number of prominent publishing groups regarding republication may be found [here](#). (\*\*)

HURJ reserves the right to refuse any submission.

## Manuscript Preparation

### Submission

Manuscripts are to be submitted [online](#).(\*\*)

### Overview

- All papers should be **double-spaced** throughout.
- Each section should begin on a new page.
- **Write in the active voice when possible.** We, like journals including *Nature* and *Science*, encourage writing styles that engage the reader.
- **Avoid excessive technical jargon.** We, like journals including *Nature*, aim to publish papers in an accessible style.
- Limit length to **4000 words**.
- The submission file must be in .doc, .docx, or .tex format.
- Use Times New Roman, 12-point font.
- Format citations and references in **APA style** (see below).

### Research Articles

Research articles should contain the following sections **in order**.

- I. **Abstract:** The abstract should be structured and contain the following headings:
  - a. **Background:** Provide the context for the study. State the objective of the study and the main hypothesis tested.
  - b. **Methods:** Describe the basic design of the study as well as its setting, participants, and key measurements or outcomes. Describe, if appropriate, the essential features of any interventions, including their method and duration of administration.
  - c. **Results:** Provide data for the key measurements. Where appropriate, give confidence intervals or other measures of statistical significance. All data in the abstract must be reported in the text of the paper.
  - d. **Limitations:** Identify the limitations of your study, methodological and otherwise.
  - e. **Conclusion:** Briefly summarize the main findings and their implications.
- II. **Keywords:** 3-5 terms that put forward the article content. Any technical keywords should be briefly defined (20 words or fewer) for use in a side-bar.
- III. **Introduction:** Background, motivation, and significance of the research. Use in-text citations to reference relevant literature.
- IV. **Methods:** Describe the protocols and tools used to obtain your results.
- V. **Results:** Data acquired and analytical tests used, limited to the most relevant observations. Organize results into illustrative figures or tables, each with descriptive captions of 60 words or fewer.
- VI. **Discussion:** Interpretation of the results in the context of the driving hypothesis. This section deserves care, and should represent a fair proportion of the article.
- VII. **Conclusion:** Significance of the research, its implications in the field at-large, and its limitations. May be combined with "Discussion" at the author's discretion.

- VIII. **Acknowledgements:** Concise and professional, including non-author collaborators, assistants, sources of grants and funding.
- IX. **References:** Strong priority should be given to peer-reviewed articles and books which are published or in-press. Only published references may be included. If a work is in review or if unpublished data is referenced, an in-text mention is sufficient. Use **APA Style** references (see next section).

## Review Articles

Review articles should contain the following sections **in order**.

- I. **Abstract:** The abstract should be structured and contain the following headings:
  - a. **Background:** Provide the context and overall importance of the topic in review.
  - b. **Methods:** Describe the data sources used. Provide the number of studies reviewed and the selection criteria.
  - c. **Summary:** Present the main highlights and essential conclusions of the review.
- II. **Body:** The headings for the body of the review are up to the author. Information must be grouped in a logical manner.
- III. **Acknowledgements:** Concise and professional, including non-author collaborators, assistants, sources of grants and funding.
- IV. **References:** Strong priority should be given to peer-reviewed articles and books which are published or in-press. Only published references may be included. If a work is in review or if unpublished data is referenced, an in-text mention is sufficient. Use **APA Style** references (see next section).

## Figures and Tables

Figures should be submitted in electronic format along with the manuscript.

We suggest using figures to communicate the main findings of the article. A maximum of 6 figures, charts, and tables is allowed per article.

- **The minimum image resolution is 300 DPI**, in a .tiff, .png, or .jpg format.
- **Images should be in grayscale, black-and-white, or high-contrast color.** The journal is published in grayscale; subtle color variations will therefore be lost in the final publication.
- Images must be sent separately, and each filename must properly identify its corresponding figure.
- In-text mention should be capitalized and abbreviated (i.e., “Fig. #” or “Table #”).
- Figures should be appropriately titled and labelled, including reference to external sources (if any).
- **Include a separate document with figure and table captions.** Captions should be 60 words or fewer. Each caption is to begin with the text “**Fig. #.**” or “**Table #**” in boldface.

Tables should not duplicate data presented in figures and must be self-explanatory. Each table should appear on a separate page, and be double-spaced and numbered consecutively.

Footnotes are to be designated by \*, †, ‡, §, ¶, \*\*, etc.; abbreviations should be explained and units of measure specified.

If your article contains a previously published table or figure, you must obtain written permission from the copyright holder (usually the publisher) to reproduce the material in the print and online editions of *HURJ*. Please forward us the written permissions as well as photocopies of the tables or figures from the book, journal, or online source in which they were first published (see [Permission to Reproduce a Figure](#) ). Alternatively, you may want to consider producing your own equivalent\* figures instead of using a published one.

\*refers to figures or tables that convey comparable information. We are not suggesting, in any way, that the author should directly copy or mimic the style and contents from previously published images or tables. All information must be properly cited.

## Numbers, Units, and Equations

Formatting of numbers, units, and equations must adhere to the following:

- Equations submitted as graphic files, attached in 300DPI .tiff or .jpg format.
- In-text mention of equations is “Fig. 3” instead of “Figure 3.”
- Decimals include leading zeroes (e.g., 0.228 instead of .228).
- Common statistical variables are italicized (e.g., *n*, *f*, *R*, and *p*).
- Greek letter variables and units are not italicized (e.g., 10  $\mu\text{m}$ ).
- Units abbreviated and preceded by a space, except percentages (e36 in., 7,200 °C; 95%).
- No spaces before and after numbers and signs (e.g.,  $p=0.005$ ,  $8.05\pm 0.1$ ,  $n<2,000$ ).

## Exceptions for Mathematics, Physics, and Computer Science Submissions

Students looking to submit an article with a large number of equations should consider submitting their manuscript in LaTeX format, with an accompanying PDF file. If this is the case, equations do not have to be uploaded separately as graphic files. However, the other formatting requirements mentioned above still apply.

## Citation and References

References are to be listed sequentially by in-text mention, formatted between brackets (i.e. (1), (2), (3-5), (6,8)). Journals are abbreviated using common abbreviations. Use “*et al.*” when there are more than five authors.

Citations should be in [APA Style](#).

### **Journal articles:**

Author Surname Initials (up to 5). Title of article. Title of journal, abbreviated. Date of Publication; Volume Number(Issue Number): Page Numbers.

*Examples:*

1. Shi Y, Majewski J. FishingCNV: a graphical software package for detecting rare copy number variations in exome-sequencing data. *Bioinformatics*. 2013 Jun 1; 29(11):1461-2.
2. Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002;935(1-2):40-6.

### **Books:**

Author Surname Initials. Title: subtitle. Edition (if not the first). Place of publication: Publisher; Year.

*Example:*

3. Miles DA, Van Dis ML, Williamson GF, Jensen CW. Radiographic imaging for the dental team. 4th ed. St. Louis: Saunders Elsevier; 2009

## **The Review Process**

All received submissions are first read and evaluated by the *HURJ* editorial board, on the basis of the above criteria. Rejected submissions are returned to the authors, with a point-form evaluation of the manuscript if requested.

The short-listed articles undergo the peer-review process. Copies of the manuscript are sent to the selected reviewers. Upon receipt of the reviews, the comments are combined with those of the editorial board to reach a decision of the article's suitability for publication. The conditional publication decision, comments from reviewers, and, if requested, a point-form evaluation of the article justifying the decision are forwarded to the author.

### **Two decisions are possible:**

#### **i. Conditional Rejection**

*Authors are recommended to re-submit their manuscript for the next issue of HURJ, after applying further work to improve its overall quality. Manuscripts may be rejected at any stage in the publication process.*

#### **ii. Conditional Acceptance**

*Manuscripts are conditionally accepted after being peer reviewed, and are returned to authors with recommended improvements. In order for publication of the article to proceed, outstanding issues in the manuscript must be amended in accordance with the recommendations and resubmitted. Any item that is not revised must be justified. Failure to address the recommendations may result in rejection of the article.*

Electronic proofs are sent to the authors for approval just prior to publication, with the expectation of a quick response. Layout discrepancies and other outstanding issues are to be reported at this stage, before the journal goes to press.