

Chrysalis: The Murray State University Journal of Undergraduate Research

SUBMISSION GUIDELINES

Before submitting an article to *Chrysalis: The Murray State University Journal of Undergraduate Research*, please carefully read the following sections:

- (I) SUBMISSION FORMAT;
- (II) STYLE GUIDELINES;
- (III) GUIDELINES FOR THE USE OF GRAPHICS, AUDIO, AND/OR VIDEO MATERIALS;
- (IV) SPECIFIC GUIDELINES PERTAINING TO ARTICLE TYPE (Research/Scholarly Paper or Creative Work); and
- (V) ADDITIONAL TIPS FOR SUCCESSFUL AUTHORS;
- (VI) REVIEW CRITERIA.

Submissions that do not follow these guidelines will not be considered for publication in *Chrysalis*.

SUBMISSION DEADLINE: DECEMBER 1, 2008

ALL ARTICLES MUST BE SUBMITTED TO THE OFFICE OF UNDERGRADUATE RESEARCH AND SCHOLARLY ACTIVITY, ROOM 226B, WELLS HALL.

When submitting an article, please include a **COVER SHEET** with:

- ❖ **YOUR NAME**
- ❖ Academic Classification (Fresh, Soph, Jr, Sr)
- ❖ School Address
- ❖ School Telephone Number
- ❖ **E-MAIL ADDRESS**
- ❖ Permanent/Home Address
- ❖ Permanent/Home Telephone Number
- ❖ **MENTOR'S NAME**
- ❖ Mentor's University Telephone Number.

I. SUBMISSION FORMAT

A complete submission MUST contain:

- A. Title Page (Title of Article, student's name, mentor's name, date)
- B. Abstract (Maximum length: 160 words)
- C. Manuscript (Limited to a maximum of 17, one-sided, double-spaced, typed pages on 8 ½" x 11" paper. Please be certain to follow the guidelines listed below for any graphics, photos, or tables included in your paper.)
- D. Student bio (Maximum length: 90 words, written in first person singular)
- E. Faculty bio (Maximum length: 90 words, written in third person singular)
- F. Student picture (Good-quality, head and shoulders photograph)
- G. Faculty picture (Good-quality, head and shoulder photograph)

In addition to a paper copy, these materials must also be submitted electronically by e-mail to jody.cofer@murraystate.edu. Please use Microsoft Word for all text documents.

If you do not have a high-quality photograph, please come to the URSA office and we will be happy to take your picture or one of your faculty mentor.

II. STYLE GUIDELINES

In the first and second edition of *Chrysalis*, the American Psychological Association (APA) style was required of all submissions; however, the editorial team deviated from that practice during the production of the third edition when submissions were accepted in varying professional formats appropriate for the discipline. As an example, undergraduates studying political science are required to write in the American Political Science Association (APSA) style, while students writing in public administration are asked to use APA. Submission for the fourth edition of *Chrysalis* will again be accepted in the professionally accepted format of the discipline. Interested individuals should consult their faculty mentor regarding the professionally accepted format prior to submission. This policy is to encourage more undergraduates in areas underrepresented in *Chrysalis* to submit their scholarly writing for publication. If additional editing is required, the editorial team will deal directly with the author and faculty mentor.

III. GUIDELINES FOR THE USE OF GRAPHICS, AUDIO, AND/OR VIDEO MATERIALS

Graphs, tables, equations, photos, and figures that are relevant to the paper should be submitted in the paper.

- Tables are titled from above. Graphs, figures and photos are titled from below.
- Equations are numbered on the right with the number of the equation in parentheses.

Each scanned item should be included as:

- TIFF, EPS, or jpg format
- At least 300 dpi resolution (Images obtained from the Web are normally 72 dpi and are not suitable for print.)
- **Black/White or grayscale graphics**

All graphics must be submitted in hard copy as well as in electronic format. Graphics should be placed in the text of the paper. Graphics may be reduced substantially for publication.

Because *Chrysalis* may contain art or musical performance pieces in conjunction with or in support of a written scholarly text, students can submit audio files in .mp3 format and/or video files in .avi format. If your submission contains audio or video files that are under copyright you must **obtain copyright permission**. It is incumbent upon the student to produce, edit, clip, or sample audio or video files.

IV. SPECIFIC GUIDELINES PERTAINING TO ARTICLE TYPE

A. For the Submission of RESEARCH AND SCHOLARLY Manuscripts

Abstract

The abstract should be a single paragraph of no more than 160 words describing the central concepts, methods, data, results and conclusions of your paper. You might find it helpful to reference “Fine Tuning Abstracts” posted online at <http://campus.murraystate.edu/services/URSA/links.html> in drafting your abstract.

Title Page

The title page must include:

- Student name(s)
- Title of Paper
- Faculty mentor’s name
- Date

Introduction

- Present relevant background materials.
- State your objectives and the problem your research addresses.
- Discuss the study's relevance and significance of your research.
- Provide a survey of scholarship.*
- Explain the methods used to examine your hypothesis.
- Write with active voice to interest your readers.

* The survey of scholarship should be thorough in the sense that it includes multiple references providing evidence to the reader that the author is conversant in the scholarship on the issue and is engaging the existing scholarship.

Methods, Discussion and Findings

- Carefully divide this section of the paper into appropriate sections using titles and or subtitles.
- Use the standard terminology of your field to describe procedures, being careful to explain concepts or terms that may be unfamiliar to readers outside your area of expertise.
- Thoroughly explain your research methods so that a reader could replicate your study.
- Discuss your findings clearly and concisely. Results should be explained in detail; interpretation and analysis are very important.

In your paper, define terms that may not be familiar to a reader outside of your specialization. Such definitions can be provided in a single sentence devoted to defining the term or in an embedded phrase or clause set off by parentheses, dashes, or commas from the rest of the sentence in which the term is first used.

Conclusion

- Present the results and findings of your study.
- Your findings should be discussed in relation to other published work.

Acknowledgements

- You should express your appreciation for the people and funding sources, if any, that have supported your project.

References

- Papers will not be considered for publication unless they contain in-text referencing and the complete references are printed in the professionally accepted format for the discipline. All resources must be referenced.

B. For the Submission of CREATIVE WORKS

Chrysalis also welcomes creative submissions—poems, short stories, creative non-fiction, visual arts, music, dramatic performances and other forms. Creative works should be submitted in one of two formats—written or electronic. Written creative work should be submitted in the format described above for scholarly papers; however, the requirements for abstracts, keywords, methodology and works cited do not pertain. All creative submissions should include a title page and acknowledgments. An introduction of some type might be appropriate for accompanying creative submissions. The introduction might include a description of the background to the project, the creative context for the project, the work’s relationship to aesthetic traditions, or an artist’s statement.

Non-written creative works should be submitted electronically with some accompanying written material that explains and elucidates the non-written creative work. Submissions of musical performances should consist of a CD in .mp3 format and the appropriate written accompaniments. Visual performances should consist of a CD in .avi format and the appropriate written accompaniments. Visual and plastic arts submissions should consist of still graphics—digital photographs or scanned items. Each photograph or scanned item should be included as TIFF, EPS, or JPEG format with a resolution of at least 350 dpi. Images should be provided in files that can be altered.

All still graphics must be submitted in electronic copy. In written creative submissions, if still graphics such as photographs are used along with the text, the still graphics should be placed inline. Still graphics should have a caption or brief descriptive paragraph beneath the image. Graphics may be reduced substantially for publication.

Some visual or plastic arts—such as ceramics, sculpture, or metalwork—might be presented more effectively in a motion video format. Please use .avi format for such submissions and include the appropriate written accompaniments.

V. ADDITIONAL TIPS FOR SUCCESSFUL AUTHORS

Write your paper for an intelligent reader that is not familiar with your particular area of research. The projected audience for your research is the Murray State University community. It is not necessary to “dumb down” your paper. Instead, diligently but concisely explain terms or concepts that may be outside the experience of general readers.

Don’t wait until your research project is completed to begin writing. If you write on your topic while performing the study, you will have a large portion of your paper written by the project’s conclusion.

Make sure everything “fits together.” Be sure that all sentences in a paragraph are related to each other. Read the paper aloud to yourself. Sentence structure and relevance, as well as grammar mistakes, reveal themselves during this exercise. Have your faculty mentor and/or other students read the paper. They may find errors or make useful suggestions.

Avoid excessive quotation. Try to paraphrase unless a direct quote is necessary.

Avoid writing in the first person if scholarship in your field avoids the first person. If scholarship in your field uses the first person, please use the first person only when necessary; keep your focus on your subject as much as possible. Authors should deviate from awkward phrasing caused by avoiding first-person and using in its place passive sense.

It is understood that the work submitted by the student is the work of the student. Faculty mentors are encouraged to work with the student to perform the research but should refrain from excessive assistance.

Be advised that while you are responsible for obtaining permission to use copyrighted information, the *Chrysalis* editorial board has the right to make revisions aimed at greater clarity and conformity of papers selected for publication.

VI. REVIEW CRITERIA

Each submission to *Chrysalis* is reviewed by the *Chrysalis* editorial board for clarity, conversance in the extant scholarship, originality of the thesis, appropriateness of the investigative method, and soundness of the conclusions. The *Chrysalis* editorial board may request further review by a faculty specialist in certain cases. The editorial board may accept a submission in its submitted form, recommend revisions before acceptance, or reject the submission.