Journal of Undergraduate Research Submission
Acknowledgment Form

Contact information
Student name(s): __________________________________________
  • Primary email: __________________________________________
  • Secondary email: ________________________________________
Faculty mentor name: __________________________________________
  • Faculty email: __________________________________________
Content/ Discipline: __________________________________________
Title of manuscript: __________________________________________

Mentor Acknowledgement Statement
I, ____________________, certify that I have read, reviewed, and approved this manuscript for the JUR. I acknowledge that I will assist the student in making suggested changes, and I will act as the primary contact for the editor and student editor at the JUR. Students will be included in emails, but I realize that I am responsible for responding to the JUR editor. I am committed to assisting the student from the start of the project until publication.

Printed mentor name: ___________________________ Date: _______
Mentor signature: ______________________________ Date: _______

Student Acknowledgment Statement
I, ____________________, acknowledge that I have read and adhered by (Student name) the JUR submission guidelines. I am actively seeking out an opportunity to have
my research published and as such, I will remain in contact with the JUR editor and student editor throughout the publishing process.

Printed author name(s): __________________________ Date: __________
Author(s) signature: __________________________ Date: __________
Save this template to your computer. This document provides you with a template that you must use when submitting your research manuscript. Only manuscripts submitted in this template will be accepted.

MANUSCRIPT SUBMISSION (Due August 31st of each calendar year.)

This section is intended to provide you with some guidance regarding the final structure and format your research manuscript should possess to warrant publication in the JUR. Student authors wishing to have their work published in the Journal are advised to follow these guidelines as closely as possible, as manuscripts submitted to the JUR that are not of high quality in content and format may be rejected by the editor. The JUR editor understands that research products and manuscripts from different disciplines may take on quite different forms. As such, if these guidelines do not adequately answer your questions, simply follow the format and guidelines utilized by a major scholarly journal in your field of study. Professional journal articles in your field of study are a guideline for manuscript length. (When in doubt, article conciseness is important.) Your faculty mentor should be able to advise you in this regard. You are required to have a faculty mentor on this project who is overseeing your progress and answering you questions.
SUBMISSION INFORMATION

All manuscripts must be submitted to openprairie.sdstate.edu/jur using this template by June 1. To complete this process, go to the above link. On the left side of the page, click “submit article.” This page outlines documents needed to submit an article once you have the appropriate documents, select “continue” at the bottom of the page. Proceed through agreeing to the terms and conditions; fill in our personal information. The final step in the process is to fill in information about your article, including: title, faculty mentor, key words, disciplines, abstract, and any other relevant information. Once you have through this process, editors and reviewers will begin reviewing your article.

JOURNAL DISSEMINATION

By default, the JUR will be available online only, found on the South Dakota State University Journal of Undergraduate Research website: openprairie.sdstate.edu/jur

RESEARCH COMPLIANCE

Individuals submitting manuscripts are reminded that all compliance concerns, including the protection of human participants in research must be approved prior to submission.

MANUSCRIPT REVIEW

After your manuscript has been submitted to the JUR, it will be reviewed by the editorial staff, and, if deemed acceptable for publication, converted into a “publication-ready” format (proof). An updated copy of the manuscript proof will then be returned to your faculty mentor by October 31st for final review. At that time, it will be your mentor’s responsibility to make any final changes to the document and return it to the editors by the noted deadline (November 15th). It is imperative that all proofs be returned to the JUR staff in a timely manner so that any final changes can be incorporated before the volume goes to press.
The final form of your paper will depend greatly on the nature of your topic and certain publishing conventions that may exist within your discipline. It is expected that the faculty advisor for each project will provide substantial guidance in this matter. An excellent general resource providing details of the content, style and organization of a typical journal article is the Publication Manual of the American Psychological Association, which is accepted as a definitive source in many disciplines. While the emphasis there is on empirical research reports (based upon original research and data collection), other types of papers are also described (review articles, theoretical articles), and an appendix: “Material Other Than Journal Articles,” may be useful. Citations styles accepted for this journal include: MLA, APA, Chicago Notes – Bibliography, American Medical Association (AMA or JAMA), and American Chemical Society (ACS). However; if your discipline uses a different citation style different than what is listed, please contact the Division of Research and Economic Development. Endnote or a similar program is highly encouraged so citations are formatted correctly. Hilton Briggs Library hosts Endnote trainings for those who have not used this program. Your discipline may have its own publication style preferences, and you should explore this matter with your faculty advisor. For most all disciplines, however, articles should follow a standard format and begin with a descriptive title, the name of the author(s), the name(s) of the faculty advisor(s) and an abstract describing in brief the purpose, methodology and findings or conclusions of the project (see below). Manuscripts describing empirical research will typically be organized into further subsections, labeled: Introduction, Method, Results, Discussion, (or variations on those subheadings), along with a complete list of References. The rest of these guidelines are intended to provide you with a sense of the appearance and content of a typical final research report, as it should appear in the SDSU JUR. When uploading your submission, save the document as the author’s last name(s) and the title of the article. For example, the article was written by Tom Smith and the article is title,
“The process of growing potatoes.” This document would saved as “Smith – Process of growing potatoes.”
How to Use this Template

This template has been formatted in the approved *JUR* format. All submitted *JUR* articles must follow the template below, or it will be returned to the author for corrections.

Approved Font Sizes and Styles

The template uses Times New Roman font styles for all text. Normal Research Body Text uses 9pt font size. The Heading 1 format uses 16pt font in bold style. The Heading 2 format uses 12pt font in normal style, and the Heading 3 format uses 10pt font in italics style. These font styles have been formatted for this Word template and can be easily selected by choosing the appropriate style from the Font menu. As seen in Figure 1 below, by simply clicking on one of the four available font styles, you can easily transition to the different saved fonts approved for this template. Strictly abide by these font guideline; if not followed, the student editors/editors have to go in and make manual changes, which can mess up tables and format of the article.

![Word Style Menu](image)

**Figure 1. Word Style Menu**

How to Insert a Figure or Table caption

To insert a figure, equation, or table caption use the following steps: Strictly abide by these font guideline; if not followed, the student editors/editors have to go in and make manual changes, which can mess up tables and format of the article.
1. Insert your figure, equation, or table into the Word document in the correct position and location.
2. Click on the figure, equation, or table to select it.
3. Click on the References tab located in the ribbon bar (top) of Word 2010.
4. Click on Insert Caption.
5. Select Figure, Equation, or Table from the Label: drop down menu.
6. Click OK.
7. Enter a meaningful title after the Figure, Equation, or Table heading located under your figure, table or equation.

Headers/Footers

Each page of your research article will contain a header. Footers are not used in this journal. The header will contain the first 4 – 5 words of your title and the page number. Page numbers have already been included in the template and do not need to be added or modified. To edit the header to include your title, use the following steps:

1. Click on the Header of this template twice quickly.
2. Highlight the Sample text “FIRST 4-5 WORDS OF TITLE IN ALL CAPS”
3. Delete the sample text.
4. Type the first 4 – 5 words of your title, ensuring that it does not overlap the page number.
5. The Title in the header should be left justified and in all caps.

Margins

The margins in this template have been preset. They should remain at 1” for the top and bottom, and .7” for the left and right. The paper size has also been preset to ensure the best reading format for online submission. The paper size needs to remain at 6” X 9”.

Sample JUR Article

Below is a sample of a journal article that is in the approved format and styles. Authors can utilize this sample by replacing the text with the research article content. All electronic and hard copy submissions of the draft journal articles must strictly follow the approved template or it will be returned to the original author for rework. Questions about the styles, fonts, and use of the template can be forwarded to the Office of the Vice President for Research, 688-5642 or sdsu.vpr@sdstate.edu.
Title Of Your Article

Author(s): Your Name, Your Partner’s Name(s)

Faculty Sponsor: Faculty Mentor’s Name

Department: Economics

ABSTRACT

This will be a brief statement of what was done in your research, along with your principal results and conclusions. Only the most important facts should be related here, in non-indented paragraph form. Offset the abstract by using margins that are indented 0.5” on each side relative to the body of your manuscript. You may list key words to aid in online computer-search applications, if that is appropriate. For example, Keywords: undergraduate research, manuscript, submission, guidelines.

INTRODUCTION

This is the first formal section of a research report. This and the sections to follow should be 1.5 spaced. Early in this section, provide a general description of the research problem or activity. Attempt to identify and define whatever terms your reader will need to understand your project. The remaining paragraphs are often used to summarize relevant findings from previously completed research. Always be sure to cite your sources. Sarbin and Coe (1969) state that “in preparing a . . . report, the student must pay careful attention to the problems of documentation.” In these examples of citations, “the documentation is contained in the parentheses . . .” (Sarbin and Coe, 1969). To find the remaining information, the reader examines the reference list at the end of the paper. This citation style is sometimes called “scientific notation.” APA, MLA, Chicago, AMA/ JAMA, and ACS are the recognized citation styles for the JUR. If your discipline
uses a different citation style, please contact us to see if we would allow your requested citation. Be sure to be consistent and to discuss this with your faculty advisor. Ultimately, you should use a citation style that is commonly accepted within your discipline. The last portion of an introduction is often used to state the specific expected outcomes of the project; sometimes this appears as one or more formal testable hypotheses.

METHODS

The content of this subsection may vary greatly, depending upon the nature of the research project. You should refer to publication manuals or published research for information specific to your type of project. Sometimes this subsection is labeled “Materials and Method.” Figures (see below) are often used to clarify and explain important details. In general you should use this subsection to explain to your reader, in as clear a way as possible, what you did, in the order that you did it. In an empirical research report, you should try to provide enough detail that another researcher could essentially duplicate your study without referring excessively to other sources.

RESULTS

This should be a clear description of any data (or other material) generated as a result of your research. It must start out as a written description, but this subsection is often supplemented with FIGURES and TABLES, or PLATES, or other types of graphic images. These are never sufficient by themselves. Figures and Tables should not appear in your paper until after they’ve been mentioned or referred to in the written portion of this section. They should appear as soon as is reasonable after such mention, either on the same page, or on the next page (see Figure 1, and Table 1). Notice, in particular, that in most scientific papers, the number and title of a Table appear above the data being described, but the number and title of a Figure appear below the data. Any units of measure must appear either in the title, or independently in the column or row headings.
A table is useless unless the reader can understand exactly what is represented. Each graph, table, or image needs at least one sentence or caption describing what is happening or being represented in the visual and why it matters to the reader.

Graphic materials, properly labeled, should be included IN THE BODY of your paper, not grouped at the end. (See the above section labeled “Submission” for further details.)

The Results section is also the place to include any statistical interpretation of the data, if such exists. Be sure to point out any important features of your findings, but AVOID any THEORETICAL INTERPRETATION in this section unless you are combining this with the next section (DISCUSSION or CONCLUSIONS).

**DISCUSSION (AND/OR CONCLUSIONS)**

This section is sometimes combined with the previous RESULTS section, especially when that permits a more efficient presentation. Change your heading to reflect how you use this section. If it is primarily a discussion, the heading should be "Discussion"; however, if it is a discussion and conclusions, use "Discussion and Conclusions." Your “Discussion” should include any theoretical interpretation of your data, including, when appropriate to your topic, the following: (1) WHETHER your results support any specific hypothesis or hypotheses you may have stated in your introduction; (2) HOW your results compare with the results in your cited research sources; and (3) WHAT theories or explanations seem to best explain or account for the results that you are describing. Again, be sure to cite (Sarbin and Coe, 1969) the sources for theoretical ideas and explanations provided by other writers or sources. Also, address whether there any practical applications for the results or methods used in your research.
LIMITATIONS

It is often useful, particularly in undergraduate research, to provide a summary of the limitations of the research from methodological, theoretical or other points of view to provide perspective and to serve as a possible basis for improvements in future projects.

ACKNOWLEDGEMENTS

Feel free to use this section to BRIEFLY acknowledge any and all who helped you bring your project through to fruition. You may also thank any funding sources if appropriate.

REFERENCES

Provide a complete list of all cited materials in a format that is consistent with publications in your area of study. Use the same citation style throughout your paper; this includes in-text citations and cited sources in your reference page. Consult your faculty sponsor or web-based help when you need assistance with citations (the on-campus Writing Center or Purdue Owl are great places to find help).

APPENDIX

This section is optional and generally unnecessary. In some cases, it may be included to provide a more complete description of materials used. Do not simply place graphs in this section. Graphs, visuals, and other items should be integrated within the results.