NURJ SUBMISSION REQUIREMENTS

OVERVIEW

The Northwestern Undergraduate Research Journal (NURJ) is a student-produced journal that showcases outstanding research done by Northwestern undergraduates from across all academic fields. Our mission is two-fold: to provide an opportunity for the many undergraduates passionate about research at Northwestern to publish their work, and to complement the University's emphasis on interdisciplinary research that spans a wide spectrum of areas including but not limited to: life and physical sciences, engineering, social sciences, and the humanities.

As the only peer-reviewed journal of undergraduate research at Northwestern University, NURJ serves to introduce undergraduates to the review and publication processes indicative of the research world. NURJ also serves as an opportunity for those interested in research to communicate with fellow students who have research experience to help develop skills and competence concerning how to conduct research.

Research papers and abstracts must be the independent work of the author. Multiple authorships / co-authorships are permitted. The research must have been performed independently at Northwestern University (or during an NU- sponsored project) while the author was an undergraduate student at NU. Thus, post-graduate students are eligible to submit their undergraduate work for consideration.

Authors who publish in NURJ maintain the right to present their research and ideas in any form, in whole or in part, in any other conference or publication. Contributors should be aware, however, that many other academic journals and conferences require exclusive rights to published ideas. NURJ simply maintains the non-exclusive right to reproduce published articles.
TYPES OF SUBMISSIONS

Research Articles and Senior Theses

Research articles communicate the methods, results, and conclusions of original research projects to the fullest extent. This includes senior/honors theses and Capstone projects. The paper must not exceed the maximum page limit of 10 - 12 double-spaced pages, excluding bibliography. We therefore ask that all senior thesis submissions be condensed to this appropriate length to be considered for publication; however, the full versions of the senior theses will be published online on the NURJ website.

Abstract

Abstracts summarize ongoing research projects, as well as completed projects that students cannot publish in full. Students who are currently conducting research, but who do not yet have a full research article prepared, are encouraged to submit abstracts describing the main research questions, methods, and a brief explanation of the project’s significance. Additionally, students whose work is part of a larger project (e.g., many science and engineering students assist with graduate students’ projects) and who therefore do not have permission to publish the work in full, may consider submitting abstracts describing their role in the project. Please note that students are allowed to publish multiple pieces in NURJ. Thus, if your abstract is published in one volume of the Journal, this does not preclude you from consideration in the subsequent volume. Abstracts should contain a short bibliography. Suggested length is 2 - 4 pages.

DEADLINES

- Deadline for publication in the fall 2014 issue of NURJ:
  June 30, 2014 at 11:59 p.m.
  (For senior theses, academic year URG final reports, and CLP undergraduate research grants.)
- Deadline for publication in the spring 2015 issue of NURJ:
  October 1, 2014 at 11:59 p.m.
  (For other undergraduate research submissions: summer URG final reports, etc.)

ELECTRONIC SUBMISSION

Please email the following documents to submissions.nurj@gmail.com:

- Manuscript, saved as .docx or .doc
  - Include the following information: your full name, any co-authors, full title of paper, academic department, all advisors/mentors/graduate students involved in the project.
  - If submitting a senior thesis, include the full-version AND condensed version.
- Author Agreement Form [PDF]
- Figure Release Form [PDF] – If the paper includes figures, graphs, tables, charts, or images that are not the author’s own intellectual property.
- High quality JPEG images of all figures, graphs, tables, charts, or images – individually attached.
**FORMATTING REQUIREMENTS**

**Organization**

All submissions (excluding abstract submissions) must include an Abstract (100-250 words), Introduction (not the same as the abstract!), Manuscript Body, References, and Acknowledgments. Subdivisions within the main body of the manuscript are encouraged. Scientific research articles must include materials and methods, results, and discussion. Non-scientific research articles should include body subdivisions following the conventions of the discipline within which the research falls.

**Formatting**

All articles must be submitted as Microsoft Word documents (.doc or .docx), double-spaced in 12pt Times New Roman font with 1” margins. Each paper (excluding abstracts submissions) should begin with a 100-250 word abstract. References should appear at the end of the manuscript.

**Figures, Graphs, Tables, Charts, and Images**

All figures, graphs, tables, charts, and images should be accompanied by concise captions and must be saved as high quality JPEG images that are individually attached in your email submission. Please also include the figures in the appropriate locations within the Word Document of the manuscript.

**Writing Style**

The appropriate style and structure of submissions will vary depending on the field of research. However, all manuscripts are expected to resemble the professional style and structure of typical articles published in professional journals. When preparing articles and abstracts for submission, please keep in mind that the audience is the general undergraduate body at Northwestern University. When using specialized terminology or referring to pre-existing theories and literature in the field, please be sure to provide adequate background information. For example, a student writing about Alzheimer’s disease should not assume that his or her audience is aware of the association between Alzheimer’s and the lipoprotein APOE.

**THE REVIEW PROCESS**

All submissions undergo a review by the NURJ editorial board and faculty review board. The NURJ executive board—in conjunction with the NURJ adviser—makes the final decision on acceptance or declination.