

UNDERGRADUATE RESEARCH JOURNAL SUBMISSION FORM

Types of Submissions Accepted

Ergo: Weber State University Undergraduate Research Journal will be accepting full length articles as well as research summaries.

Full Length Articles should be no longer than 2000 words, or eight journal pages including all text and graphics*. The 2000-word limit includes the abstract, the body of the paper, and references. Students from all departments at WSU are encouraged to submit articles to the journal. Full length articles are not required to have been presented at a conference to be published.

Research Summaries should be no longer than 350 words. (For a Research Summary to be published in *Ergo*, it must have been presented at a conference (e.g. state, regional or national). Students who are unsure about this policy and want to know whether or not they can submit their summary should contact the journal staff at our@weber.edu)

*Graphics: The journal is not imposing a limitation on graphics, but due to space limitations each published article can not exceed eight journal pages. Also, the layout editors may need to meet with students who include graphics or images in their research to ensure that they are suitable for publication and formatted correctly.

When and Where to Submit

Submissions should follow the guidelines listed below, and should be submitted to the Office of Undergraduate Research in the Library, room 58. Manuscripts may be submitted during Fall Semester. Please refer to the OUR Calendar for dates (<http://www.weber.edu/OUR/calendar.html>).

Submission Guidelines

Format

One hard copy must be submitted at the above location. Submissions should be typed in 12 point, Times New Roman font.

Submissions must also be submitted online at the following website link: <http://programs.weber.edu/research/Ergo/ergosubmission.htm>. When we receive your online submission, we will respond to let you know we have it. If we don't respond within a day or two, check back with us to be sure we received your submission).

Submissions should include a cover page with all required information (see Cover Page Example on the website).

Citations and references should follow the style outlined on the website (see documentation/reference style).

Students are encouraged to use headings and, if appropriate, sub-headings in full length submissions to separate the article into appropriate sections.

Contact Information

Submissions must include a reliable email address and phone number where the student can be reached. This information should go on the cover page—see Cover Page Example.

Mentor

Each submission must be approved by a mentor (current WSU faculty or staff). The mentor does not need to be directly involved with the research, but should read and review the research before it is submitted. The mentor should help the student correct any errors and problems with the manuscript before it is submitted. The mentor's signature on the Mentor/Student Signature Page is an endorsement of the student's work. Students should submit the Mentor/Student Signature Page together with the submission.

Peer Review Policy

The first review process should happen between the student and the student's mentor. Students are also encouraged to take advantage of campus resources (professors, peers, writing center, etc.) in order to submit work that is accurate and polished.

When submissions are received, they will be reviewed blindly by a committee of peers and faculty in the same college as the student researcher. Following this review, the best submissions will be chosen for publication in *Ergo*. However, if the review committee determines that an article or summary needs to be revised before being published, the journal staff will contact the student and ask him or her to make the appropriate revisions by a determined date. If the student agrees, he or she can make the changes and the article will be published. If the student is unable or unwilling to revise the article, another submission may be chosen for publication.

Submission Checklist

- One hard copy of the submission. The hard copy should be turned in to the Office of Undergraduate Research, LI 58
- An electronic version of the submission in Microsoft Word, on disk (CD) or by email to (our@weber.edu).
- Double check that the submission follows the guidelines outlined above.

- Cover page with all the necessary information (see Cover Page Example).
- Mentor/Student Signature Page signed by the mentor and the student
- Abstract: up to 250 words (full length articles only).

- Reliable and up-to-date contact information (email, phone).

UNDERGRADUATE RESEARCH JOURNAL

Cover Sheet

Student Name (last, first)*

Mentor Name

Phone

Email

Major/Minor

Anticipated Graduation (term/year)

Complete Title **

Type of Article (full length article or research summary)

Areas of Interest (optional) – include research and study interests, career and school goals, etc.

* Submissions will be reviewed and judged anonymously. The student's name should only appear on the cover page and **NOT** on any other pages of the submission.

** The title—or abbreviated title—should also be included in a header at the top of each page if possible.

UNDERGRADUATE RESEARCH JOURNAL Mentor/Student Signature Page

All students submitting work to *Ergo: Weber State University Undergraduate Research Journal* must have a mentor's approval. The mentor should review and help the student revise the work before it is submitted. The mentor does not necessarily need to be directly involved with the research. The mentor's signature is an endorsement that the student's work is ready for submission. **This page must be turned in at the time submissions are due. Please refer to OUR Calendar for dates (<http://www.weber.edu/OUR/calendar.html>).**

Mentor's Name (Printed)

Department/Research Interests

Signature

Date

Mentor's comments about student's work (optional):

Students submitting work to *Ergo* must also sign this page, indicating that they understand and agree with the terms below:

- Student(s) who submit work to the *Ergo* **will retain** copyright privileges to their work. The journal will **not** hold the copyright to any student work. (This means that students can submit their work to other magazines, journals, organizations, etc. without fear of copyright violation.)
- By signing this page, student(s) certify that the work they are submitting is their own original work and not plagiarized from any other source. Students are accountable for plagiarism charges, the journal will not be held responsible for student plagiarism.
- Student(s) also acknowledge that the journal staff may need to contact them before publication of any work for editing purposes, etc.

Student's Name (Printed)

Signature

Date

Animal Care and Use Committee (ACUC) or Institutional Review Board (IRB) certification

Did your research require ACUC or IRB certification? YES No

If yes, please include a copy of your certification with your submission