ERGO

Weber State University Undergraduate Research Journal

Types of Submissions Accepted

***Ergo****: Weber State University Undergraduate Research Journal* accepts full-length articles and research summaries from students in all disciplines, including community-based projects.

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

**Travel Abstracts** 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). If you need more clarification on this policy, please contact journal staff at [our@weber.edu](mailto:our@weber.edu).

\*Graphics: The journal is not imposing a limit on graphics; however, due to space limitations, each published article cannot exceed eight journal pages. Students should bear in mind that graphics will be printed in grayscale and may be scaled to fit the journal print size of 5.5 x 8.5 inches. The layout editor 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.

Submission Guidelines

***Format***

Submissions should be typed in 12-point Times New Roman font.

Submissions should include a title page with the following information:

Title

Author(s) Name(s)

Email Address for primary contact

Phone Number for primary contact

Weber State University

**Note:** To facilitate the blind review process, the student’s name should appear ONLY on the title page.

For full-length submissions, students should use headings (e.g. Abstract, Introduction, Methods, etc.) and, if appropriate, subheadings to separate the article into appropriate sections.

Citations and references should follow the style outlined on the website at <http://www.weber.edu/OUR/ergoguidelines.html>.

***Mentor***

Each submission must be approved by a mentor (current WSU faculty or staff). It is not required that the mentor be directly involved with the research, but he/she should read and review the research before it is submitted. The mentor should help the student correct any errors or problems with the manuscript before it is submitted; the mentor’s signature on the Mentor Signature Page is an endorsement of the student’s work.

When and Where to Submit

Manuscripts and their accompanying documentation should be submitted both online and in-person to the Office of Undergraduate Research in the Stewart Library, room 147. Electronic submissions should be directed to <http://ur.weber.edu>.

Manuscripts may be submitted during the fall semester. Please refer to the *Ergo* Submission Timeline for deadlines (https://weber.edu/OUR/ergotimeline.html).

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 (e.g. professors, peers, writing center, etc.) in order to submit work that is accurate and polished.

After submissions are received, they will be reviewed by a committee of peers and faculty in the same discipline as the student researcher. Following this review, highly rated 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 to request 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

* Ensure the submission follows the guidelines outlined above
* Reliable and up-to-date contact information on the title page
* One electronic copy uploaded at <http://ur.weber.edu>
* One hard copy turned in to the Office of Undergraduate Research in the Stewart Library, room 147. This copy should also include
  + Completed Cover Sheet page
  + Completed Mentor signature page
  + Completed Student signature page (if there are multiple students, one page is required for each student)

SRN (office use only)

ERGO

Weber State University Undergraduate Research Journal

**Travel Abstract**

**Submission Cover Sheet**

Student Name (last, first) Student ID#

Student Email Student Phone

Major/Minor Anticipated Graduation Date (term/year)

Mentor (last, first)

Complete Title \*

Did you receive travel grant funding through The Office of Undergraduate Research? □ Yes □ No

Conference Name (do not abbreviate)

Travel Dates Location

How did you hear about Ergo?

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

ERGO

Weber State University Undergraduate Research Journal

**Mentor 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. It is not required that the mentor be directly involved in 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 the *Ergo* timeline for specific dates (https://weber.edu/OUR/ergotimeline.html).**

Mentor’s Name (Printed)

College Department

Signature Date

Mentor’s comments regarding student’s work (optional):

ERGO

Weber State University Undergraduate Research Journal

**Student Signature Page**

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

* Student(s) submitting to *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 article 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) 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.*