

INSTRUCTIONS TO AUTHORS

KEYSTONE JOURNAL OF UNDERGRADUATE RESEARCH (KJUR)

ELIGIBILITY FOR SUBMISSION TO KJUR

- Attended a PASSHE School
- Completed a research project under a PASSHE faculty mentor as an undergraduate student
- Currently an undergraduate student or have recently graduated

GENERAL FORMATTING

- Documents should be completed using MS Word (.doc or .docx)
- Page margins of the document (top, bottom, left, right) should be set at 1”
- All text should be 12 pt Times New Roman.
- Double space the entire document (**Except Abstract and Literature Cited**).
- Margins should be left justified with a ragged right edge.
- Indent first line of each paragraph 0.25 inches from the left margin.
- Consecutive paragraphs should not have empty lines between them.
- One blank line should be left before and after imbedded tables and figures.
- All pages should be numbered (Centered at the bottom of the page, in the footer).
- Do not use hard page or section breaks—use multiple blank lines to arrange pages if necessary.
- **Do not use footnotes or endnotes.**
- Do not place any text in the header.
- Do not use contractions (e.g. don't, won't, we're)
- Do not begin a title, heading or subheading with an abbreviation.
- Write out the complete name of an acronym the first time it is used. The acronym may be used in text after the meaning has been defined.
- Disable any editorial “tracking” utilities.
- Reference style follows the Council of Scientific Editors (CSE), but there are some differences so please see examples in the Citing References section below.
- The main body of the document (excluding figure titles, table titles, and references cited) should not exceed 3000 words.

STYLE FORMATTING

- Only the following Latin terms should be italicized: *in vivo*, *in vitro*, *in utero*, *in situ*, *ad libitum*, *a priori*, and *a posteriori*. All other Latin terms (except scientific names) should be left unitalicized.
- Use "Figure" inside and outside of parentheses; see Figures section for examples.
- Use continental dating (e.g., 29 September 1992), the 24-hour clock (e.g., 0800 and 2300 hours), and standard time (not daylight savings time). Specify that it is Standard Time (e.g., EST for Eastern Standard Time) at first reference to time of day.
- Use the following statistical abbreviations: ANOVA, SD, SE, df, CV, NS, n, P, r, F, G, χ^2 , t-test, U-test. Other statistical abbreviations, in general, should conform to sixth edition of *Scientific Style and Format: The CBE Manual for Authors, Editors, and Publishers* (1994, Cambridge University Press, Cambridge, United Kingdom).

- Use the following abbreviations: s (second), min (minute), h (hour); designate temperature as 36°C. Do not abbreviate day, week, month, or year.
- Numbers: Write out one to nine unless a measurement, but use numerals for larger numbers (e.g., three mice, 6 mm, 12 days, 2 min). If number is in a series with at least one number being 10 or more, then use all numerals (e.g., 6 males and 13 females). Use 1,000 not 1000, 0.01 not .01, and 50% instead of 50 percent.

PAPER STRUCTURE

- Cover Page
 - Title Text Format is 14 Point Bold, Title Case, centered on the page.
 - Student Author(s) in 12 Point, Separate multiple authors with commas.
 - Faculty Mentors(s) in 12 Point, List Name(s), Department(s), and University
- Blank Title Page
 - TITLE
 - Title should be descriptive of the study
 - The Title Text Format is 14 Point Bold, Title Case, centered on page.
 - ABSTRACT
 - The abstract heading should be 12 point, Times New Roman, bold, all caps, on a separate line.
 - The abstract must include sufficient information for readers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results, and the conclusions. An abstract is not an introduction; it summarizes the important results of the work and is not merely a listing of topics that are discussed in the paper.
 - No more than 250 words
 - Single spaced, single paragraph
 - No imbedded headings or references
 - On a separate line at end of abstract, provide up to seven keywords that describe the research. Keywords should not be words that are in the title. All keywords should be in alphabetical order, separated by semicolons; proper pronouns should be capitalized.

BODY OF MANUSCRIPT (BEGINS ON PAGE 3)

- SECTION HEADINGS
 - LEVEL 1 – **MAIN SECTION HEADINGS**
 - The body of the manuscript should be divided into main sections. For a research study in the sciences, for example, these sections would be: Introduction, Methods, Results, Discussion, and Literature Cited.
 - These headings should be in 12 POINT BOLD, ALL CAPS.
 - Center the section headings with left and right margins on a separate line.
 - LEVEL 2 - **Subsection Headings**
 - Should be used when appropriate
 - These headings should be in 12 POINT BOLD, Title Case.

- Align subheadings with left margin on separate line
 - Use additional subheadings as appropriate.
 - LEVEL 3 – ***Subsection, Subsection Headings.***
 - Should be used when appropriate
 - These headings should be in 12 POINT BOLD, Italics, Sentence Case.
 - Level 3 subheadings should be inserted in the first line of the first appropriate paragraph. A period “.” should follow the heading.
 - Use additional subheadings as appropriate
- FIGURES
 - Figures should be limited to a maximum of four.
 - Figures should be numbered sequentially as they are first referenced in the text.
 - References to each figure should be made from the body text, for example...directly related to an increase in concentration (Figure 1), or Figure 1 illustrates...
 - Figures (graphs, photographs, and diagrams) should be imported into your document file as tiff (preferred) or jpg files. They should be formatted at approximately 6” X 6” at 300 dpi.
 - Figures may be in color for the on-line version of the journal; however, a limited number of print versions of each issue will be in black and white. Make certain that figures will print clearly in a black and white format.
 - Captions must NOT be embedded within the graphic itself. Figure captions should be placed BELOW the figure using 12 point Times New Roman.
- EQUATIONS
 - Equations are not normally numbered unless they are referenced later in the article.
 - Use the equation editor associated with MS Word or another similar program that will allow you to import the graphic into your document.
- TABLES
 - Tables should only be included if necessary.
 - Tables should include only a minimum number of horizontal lines.
 - Avoid the use of vertical lines in tables.
 - Table titles should PRECEDE the table.
 - Tables must be constructed to fit easily within the page margins. The published version of KJUR will be in a two column format. Tables can span both columns if appropriate and necessary.
- QUOTES
 - Quotes less than forty words should be put in quotation marks in text.
 - Any quote exceeding forty words should be indented in a free standing block of text without quotation marks.

CITING REFERENCES

This section provides an overview and examples of the reference format used for KJUR.

In-text References

Cite the name of the author and the publication year.

Single author (Smith 2009)

Two authors (Smith and Jones 2009) Three or more authors (Smith et al. 2009)

Two or more citations relating to a single statement (Jones 2008; Smith 2009)

When referring to an author specifically, follow this format Smith (2009) reported...

An alternative explanation has been provided by Smith and Jones (2009).

Literature Cited Section

Hanging indents (0.25") should be used with all citations exceeding 1 line. References are ordered alphabetically.

Book examples

Author, A.A. Date. *Title of Book*. Publisher, Location.

Single authors:

Carlquist, S.J. 1974. *Island Biology*. Columbia University Press, New York.

Two authors:

Gibbs, J.T., and L.N. Huang. 1991. *Children of color: Psychological interventions with minority youth*. Jossey-Bass, San Francisco.

Three or more authors:

Smith, S.E., M.L. McClelland, and B.M. Jones. 1965. *The meaning of life*. McMahan, New York.

Chapters in an Anthology examples

Author, A.A. Date. Title of Chapter. In Name of Editors (Ed.), *Title of the book*, page numbers. Publisher, Location.

Eliot, T.S. (2001). Tradition and the individual talent. In V.B. Leitch (Ed.), *The Norton anthology of theory and criticism* (pp. 1092-1097). W.W. Norton, New York, N.Y.

Journal article examples

Author, A.A. Date. Title of Article. *Name of Journal* Volume(Issue): Page Numbers.

Single author:

Curtis, D. 2002. The power of projects. *Educational Leadership* 60(1): 50-53.

Two authors:

Barrie, J.M., and D.E. Presti. 1996. The world wide web as an instructional tool. *Science* 293(5286): 371-372.

Three or more authors:

Grosser, D.L., V.M. Roth, L.F. Gafney, J.P. Kampmeier, V.K. Strozak, P.R. Varma-Nelson, S.N. Radel, and M.M. Weiner. 1996. Workshop chemistry: Overcoming the barriers to student success. *The Chemical Educator* 1(1): 1-17.

Newspaper article example

Author, A.A. Date, including Month and Day. Title of Article. Title of Newspaper, page numbers. (NOTE: When an article appears on multiple pages, identify the page range (e.g. 4-6). When an article appears on discontinuous pages, separate the page numbers with a comma (e.g. 4, 6).)

Multiple Pages:

Brown, P.L. 1999, September 5. Tiffany glass and other tales from the crypt. *New York Times*, 1-3.

Discontinuous Pages:

Brown, P.L. 1999, September 5. Tiffany glass and other tales from the crypt. *New York Times*, 1, 5.

Magazine articles

Author, A.A. Date including month, if monthly and day, if weekly. Title of Article. Title of Magazine, volume, page numbers.

Single author:

James, E.R. 1999, September 10. Out of Wal-Mart's shadow. *Progressive Grocer*, 21, 89-92.

Two authors:

Brown, J.C. and N.L. Boston. 1987, June 23. Living with Alzheimer's. *Time*, 20, 17-19.

Three or more authors:

Franklin, G.K., H.L. Smith, and B.M. Barnes. The economic effect of corn. *Agriculture Daily*, 15, 8-10.

Electronic source examples

Author, A.A. Date. *Title of Electronic Source*. Retrieved day month year, from complete URL address.

Website with an author and date:

Stout, D.L. 2005. *Facts about Trees*. Retrieved April 6, 2006, from <http://www.savatree.com/tree-facts.html>

Website without an author and date:

Anxiety disorders. n.d. Retrieved August 8, 2000, from <http://www.nimh.nih.gov/health/topics/anxiety-disorders/index.shtml>