

**UNC JOURney (Journal of Undergraduate Research):  
2021-2022 Submission and Style Guide**

The University of North Carolina at Chapel Hill

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## **Introduction**

Welcome! We are glad you are interested in submitting your work to UNC JOURney (Journal of Undergraduate Research), the University of North Carolina at Chapel Hill's first interdisciplinary undergraduate research journal. We are sponsored by the Office of Undergraduate Research.

UNC JOURney is an annual journal dedicated to the publication of outstanding faculty-mentored research conducted by current undergraduate students. We publish research in the disciplines of natural sciences, social sciences, and humanities—including SURF projects, partial/full honors theses, and independent research. Our goal is to celebrate and support the original research conducted early in students' academic careers that reflects appropriate scope and complexity for excellent undergraduate work.

This document is intended to provide information for students interested in submitting their work to be considered for publication. The style and formatting guidelines are meant to establish clear expectations for authors and streamline the article submission and selection processes. Failing to follow these guidelines may jeopardize an author's chance of being published.

If you have any questions or concerns about the submission process or these requirements, please email [uncjourney@gmail.com](mailto:uncjourney@gmail.com), and we will be happy to assist you. We thank you for your interest in UNC JOURney

## **Timeline**

February 25, 2022	Submissions for the 2021-2022 publication of UNC JOURney are due.
Late March 2022	Authors will be notified about the status of their submission.
Late Spring 2022	2021-2022 publication will be released to authors.

## **Originality and Authorship**

### *Honor Code*

Students at the University of North Carolina at Chapel Hill agree to abide by the University's Honor Code, which prohibits plagiarism and other types of academic dishonesty. Students who submit their work for publication in UNC JOURney must adhere to the Honor

Code. More information about the Honor System at UNC can be found at <https://studentconduct.unc.edu/honor-system>.

### *Plagiarism, Citations, and Fair Use*

Plagiarism is unacceptable and will not be tolerated. It is expected that articles submitted for publication in UNC JOURney will provide proper references to all sources used in a citation format appropriate to the type of article. (See the section *Style* for more information on citation styles.) More information about citations can be found on the UNC Libraries website at <http://guides.lib.unc.edu/citing-information>.

When referencing other works, authors should adhere to standards of fair use. More information about fair use and U.S. copyright law can be found at <https://copyright.columbia.edu/basics/fair-use.html> and <http://fairuse.stanford.edu/overview>. When crafting their articles, authors should determine if their work fits within the rules for fair use; if not, they need to obtain proper permission to use others' material so as to avoid copyright infringement. If permission is required, the obtained written permission should be included as an Appendix to the article.

### *Authorship*

Research is often performed in collaboration with other students, professors, and professionals. Students seeking to publish articles about collaborative research projects should be cognizant of the ownership of research results. A student should publish only that student's own work, and research advisors should be informed and consulted about the student's plan. If the work is the result of team effort, the student needs to discuss options for publication and copyright with other members of the research group.

## **Institutional Policies and Procedures**

Students must ensure that if required by the nature of their project, their research has gone through the necessary institutional approval process, such as an Institutional Review Board. All University policies and procedures regarding research processes, ethics, and safety must be adhered to. More information can be found at <http://research.unc.edu/researchers/policies-procedures/>.

## **Style**

Students should adhere to accepted manuals of style when writing their article. Different fields of study utilize different manuals of style, including MLA, APA, Turabian, and many others. Students may choose which to use, and they are highly encouraged to use the manual of style preferred by their particular field of study.

### *Grammar and Punctuation*

Articles are expected to adhere to standard grammar and punctuation. Submitted articles should be free of any surface errors—spelling, grammar, and punctuation matter, and it is expected that authors will have eliminated these errors before submitting their articles.

## **Components of Article**

### *Cover Page and Biography*

A cover page including the author's name, class year, type of research opportunity (SURF project, honors thesis, independent research, etc.) should be included. The student's name and information should be on this cover page only: to facilitate a blind review, identifying information should be kept off pages containing the abstract and the body of the article.

We request that this page also include a short (approximately 250 words) biography of the author. This biography can also include a brief description of the student's research project and how that student became involved with undergraduate research. A high-quality JPEG photo of the student should also be submitted.

### *Abstract*

All submitted articles must have an abstract of one paragraph—approximately 250 words or fewer.

### *Key Words*

Please provide a list of approximately five key words in addition to the abstract.

## **Formatting**

### *File Types*

All articles should be submitted as .doc or .docx files. Include images, figures, graphs, and tables in the document in their proper locations. However, the journal also requires that these images, figures, graphs, tables, and similar items be submitted separately as high-quality JPEG files.

### *Font*

The font for submitted articles should be Times New Roman and 12-point size. If needed, 10-point font may be used within footnotes, endnotes, figure captions, or tables to fit in required information. To emphasize words, italicized (not bold) font should be used.

### *Spacing*

The text of the article should be double-spaced. There should not be extra line spacing between paragraphs within a section.

### *Margins*

Margins should be one inch on all sides.

### *Page Numbers*

The page number should be in Arabic numerals, centered at the bottom of each page. Cover pages and pages containing abstracts should not be numbered.

### *Links*

Authors may include links as references and in citations; however, these must not be hyperlinks. (They should be normal text in the document.)

### *Alignment*

Please align all text to the left. Images, figures, tables, and graphs may be aligned to best fit the article layout.

### *Headings*

Articles may be divided into sections marked by headings and sub-headings. All headings should be aligned to the left. Major headings should be in bold font, secondary headings should be bold and italicized, and (only if absolutely required) the third level of headings should be italicized only.

## References

Office for Undergraduate Research at UNC: <http://our.unc.edu/>

## Acknowledgements

This document and the standards explained within have been adapted from the style guides listed below.

- Texas State Undergraduate Research Journal  
(<http://gato-docs.its.txstate.edu/jcr:c14622a9-f8ee-40aa-a92b-4bfd95e17cec/TXSTURStyleGuide.pdf>)
- Surrey Undergraduate Research Journal  
(<https://www.surrey.ac.uk/library/learning/undergraduatejournal/SURJ%20Style%20Guide.pdf>)
- University of Central Florida Undergraduate Research Journal  
([https://www.urj.ucf.edu/docs/UGJ\\_Style\\_Guide.pdf](https://www.urj.ucf.edu/docs/UGJ_Style_Guide.pdf))