



Submission Guidelines

About SURJ

The Stanford Undergraduate Research Journal (SURJ) is an annual peer-reviewed publication of research articles written primarily by Stanford undergraduates, but also by well-qualified students at other institutions, from all academic fields. The mission of SURJ is to encourage, recognize, and reward intellectual activity beyond the classroom, while providing a forum for the exchange of research and ideas. SURJ encourages students to become interested in research by displaying examples of what is studied and by offering the means of communicating knowledge between these disciplines to achieve a holistic effect. SURJ is published electronically on the web, with print issues released annually.

Eligibility

Who may submit research articles to SURJ?

- Current Stanford undergraduates who conducted research either at Stanford or elsewhere.
- Any undergraduate students who conducted research at Stanford or under the sponsorship of a Stanford faculty member.
- Any undergraduate students who conducted research at any institution.*

* We do consider exceptional non-Stanford submissions. Primary authors must be undergraduate students. Recent graduates may submit manuscripts for research conducted during their undergraduate careers, no more than a year after the author's graduation.

Other Rules

Authors are welcome to submit multiple submissions (maximum of three) each submission cycle. No more than one article per author will be published in any single section of a particular issue. Work published in SURJ may be published elsewhere. However, please be conscious of other journals' policy regarding exclusivity of rights, and keep SURJ informed as to where your paper has been or may be published. Creative writing and poetry submissions will not be considered. Only English-language submissions will be considered.

Submission

Submit papers via email to LSJU.SURJ@gmail.com. In your email, attach ONE zip file containing your paper, images files, and original data files. See "Figures" section below.

General Guidelines

Acceptable submissions need not be summaries of ongoing or past research projects. We also consider research-oriented papers from Stanford classes. Please include an abstract (150-200 words). The final length of the manuscript should be 2000-4000 words. Submissions that are slightly longer or shorter are fine; editors will work with you to bring your paper to an acceptable length. Please make your manuscript as polished as you can by the submission deadline; authors must be willing to work conscientiously and efficiently with the editors to make your paper into publishable shape before production.

File Formats

DOC, DOCX, or RTF are preferred. PDFs (including those generated from LaTeX) are acceptable as well, but you should be prepared to provide a DOC, DOCX, or RTF version during the editing process.

Figures

- Authors must have permission to publish all images.
- Images must be at least 200 dpi or vector. If not, their widths and heights should be > 800 pixels.
- **All figures/images must be included in your email submission as separate files and should not be included in the body of the paper.**
- Every figure has a caption embedded in the body of the paper. Each caption begins on a new line and includes the figure number. The placement of the captions within the paper will serve as placeholders, since images should be attached in separate files.
- Each figure is saved as an individual .jpg file, named [Author Last Name]_figure#.jpg. The number must correspond to the caption's figure reference in paper.
- Graphs and diagrams created in Excel or PowerPoint should come with the original Excel or PowerPoint file, in addition to jpg files. Name should be [Author Last Name]_figure#
- Tables are separate .csv, .txt, or Excel files. Name should be [Author Last Name]_Table#. Note that table numbering should be separate from figure number, i.e. you can have Table 1 and Figure 1.

References and Acknowledgements

- There is an acknowledgements section that includes information about funding, advisors, etc.

- End references should be numbered consecutively in the order they appear in the article. In text, identify reference with bracketed (not superscripted) number. Please follow the IEEE reference style where ambiguities arise (<http://www.ieee.org/documents/ieeecitationref.pdf>).
- Do not include personal communications or unpublished work in reference list; they should appear in parentheses in text. However, if something has been accepted by a publisher but not yet published, you can include in the reference list with (in press) at the very end of citation.
- Include the names of all authors when there are three or fewer; if more than three, list the first three only followed by "et al." No comma preceding.
- Invert authors' names, using first name initials, no commas or periods.
Skipper JCA, Kittleson DJ, Hendrickson RC et al.
- Abbreviate journal names (according to Index Medicus) without periods and without italics.
J Immunol or Natl Acad Sci USA or J Exp Med or Blood or Cancer Res, etc.
- Arrangement of journal references is as follows: Author(s). Article title/description. Journal name and year; Volume number:page range.
(Please note punctuation: commas between authors — no "and," no comma between journal name and its year, semicolon after year, colon after volume number with no space to page range, which takes an en dash [one larger than a hyphen].)
Skipper JCA, Kittleson DJ, Hendrickson RC et al. Shared epitopes for HLA-A3 restricted melanoma reactive human CTL include a naturally processed epitope from Pmel-17/gp100. J Immunol 1996; 157:527-534.
- When referencing books, please use the following information/order, again note punctuation: Author's name. Book title. City of publisher: Name of publisher, year:page range.
Humelsine JM. The Eleventh Gene. Boston: St. Martin's Press, 1999:74-83.
- When referencing chapters of a book, use the following: Author's name. Chapter title. In: Book editor's name(s), ed(s). Title of book (edition number if any). City of publisher: Name of publisher, year:page range.
Humelsine JM. Isolation of Single-Chain Fv in Antibody Binding Site. In: Sampson T, Heffernan M, eds. The Eleventh Gene. Boston: St. Martin's Press, 1999:9-17.

In-text citations

- Identify references with bracketed number at the end of cited sentence.

- When citing something not included in the reference list, such as a personal communication or unpublished document, use parentheses at end of sentence. The survey research lacked both reliability and validity (Roberts B, unpublished dissertation, 2000). The biased results wreaked havoc (Anderson K, e-mail communication, August 17, 2000).
- When cross-referencing material, also use parentheses: (See Table 3.) or (For more information, see pp. 31-42.)

Number style

- Number style differs between regular text and scientific/math information. For writing generally in the article, spell out numbers 1-9, use numerical thereafter. Always spell out a number that begins a sentence.
- Always use numerical for all measurements, years, ages, dates, and percentages.

General style rules

- Every equation is numbered for reference in the article.
- Periods and commas go inside quotes; colons and semicolons outside quotes. "The world is asunder," Professor Jacks said. "The world is asunder": a defeatist remark.
- Use series comma with three or more items in list. Oscar Wilde, Nicholas Baker, and Mary Gordon are my favorite writers.
- Period goes inside parentheses if it's a separate complete sentence; outside parens if information is part of larger sentence. Prague's baroque charm is fading (there's a Dunkin Donuts in Wenscelas Square). Prague's baroque charm is fading. (See Figure 11.)
- Surnames ending in "s" take an extra apostrophe "s" when possessive. The Jones's new home; Ted and Mary Simons — the Simons's dog. Todd and Kim Abbott — the Abbotts' new home; the computers' modems.
- Use a semicolon for a related complete sentence, which is always lowercased. Use a colon as a defining statement or list. Capitalize after a colon if it is a complete sentence, lowercase if it's a listing. The mapping of the Genome holds promise for future cures; it could also hold harm in the wrong hands. To map all the genes in the human body, scientists employed three basic techniques: dissection, isolation, and reconfiguration. There is still much research to be done: Scientists have to determine which genes are related to which diseases.

Template

Please adhere to the following template and fonts below:

Article Title Gotham Medium 24 pt

Author Name(s) Garamond Bold 13 pt

Author's college/university Garamond Regular 11 pt

Author's department Garamond Regular 11 pt

Abstract

The body of the abstract should go here. Text. Text. Text. Gotham Book 10 pt.

HEADING Gotham Medium 11 pt all caps

Text. Garamond Regular 10 pt.

HEADING

Subheading 1 (if needed) Gotham Book 10 pt

Text. Text. Text. Text. Text. Text. Text. Text. Text.

Subheading 2 (if needed)

Text. Text. Text. Text. Text. Text. Text. Text. Text.

HEADING

Subheading 1 (if needed)

Text. Text. Text. Text. Text. Text. Text. Text. Text.

Figure 1. Figure caption. No individual text boxes. Figure as separate file. Gotham Book 9.5 pt.

Subheading 1 (if needed)

Text. Text. Text. Text. Text. Text. Text. Text. Text.

Equation 1.

Table 1. Table caption. Gotham Book 9.5 pt.

HEADING

Text. Text. Text. Text. Text. Text. Text. Text. Text.

REFERENCES

1. Reference One. Garamond 8pt.
2. Reference Two
3. Reference Three