Instructions for Manuscript Submissions

General Instructions

- Submitted manuscripts should contain only the unpublished work of undergraduate authors. Additional authors may be included, but the bulk of the work must have been accomplished by undergraduate authors. All authors should have contributed substantially to the work. Permission to publish will be required from all authors on the final, accepted manuscript.
- All work should be free from falsehood, fabricated or misleading data, plagiarism, or any form of dishonest scholarship.
- Submissions should be in English.
- Authors assume responsibility for securing permission to publish any copyrighted material, including figures, tables, and other visuals, that are cited in the manuscript.
- Submissions containing data from human or animal participants must document approval by the lead institution's Institutional Review Board.
- All authors must sign the Author Affirmation Form to be submitted with the original manuscript.
- Submit all manuscripts electronically to aletheia@alphachihonor.org.

Manuscript Organization

- An abstract should be included when the manuscript is submitted. Abstracts should be 250 words or less. Abstracts should contain complete references when citing the work of others. The abstract will be included with each published submission.
- Titles should be comprehensible to a general audience. Also provide a running title of not more than 50 characters (including spaces).
- Include four to six keywords to aid in indexing and searching. Avoid obscure acronyms or abbreviations. Editors reserve the right to replace key words.
- Manuscripts should be typed in 12 pt. Times New Roman font (if other fonts are needed for special symbols, please include a note as to which fonts were used so we can be sure to correctly match them), with left-justified text in one column on 8.5" by 11" pages, with 1" margins on all sides.
- All manuscript pages should be numbered in the upper right corner.
- Do not use section or page breaks in the running text. Also limit other hidden formatting such as spaces before or after lines.
- At the top of the first page, the manuscript should list the article title, running title, keywords, and author name(s), affiliation(s), address(es), phone number(s), and email address(es) and should clearly specify the corresponding author. The corresponding author should be the principle undergraduate author. **Faculty or staff mentors included as authors can be the corresponding author only in rare cases after consultation with the Editor assigned to your manuscript.** Also indicate which authors were undergraduates at the time the work was completed, and which are members of Alpha Chi. Manuscripts will be sent to reviewers with this section removed. No other reference to the authors should be made within the text of the manuscript to protect the authenticity of the blind peer review process.
- The first line of each paragraph should be indented by using an inserted 0.25" tab.
- Major headings, i.e., Introduction, Methods, etc., should be centered, use title case (i.e., first letter of each major word capitalized) and in bold, with a blank line above. Subheadings, or 2nd-level headings, should be in bold on their own left justified lines, in sentence case (only first letter of the first word capitalized) and with a blank line above. Sub-subheadings, or 3rd-level headings, should be in italics at the beginning of indented paragraphs, in sentence case, followed immediately by a period, and without a blank line above.
- The final published paper should not be more than 20 pages. Typically, a 20-page document will have fewer than 130,000 total characters (including spaces and punctuation). The inclusion of images and figures will reduce the

number of available characters. Please consider these limitations when submitting your manuscript or you may be asked to shorten your submission.

Style Guide

- Internally cite all sources, following an academic style sheet (MLA, APA, etc.). Please identify the style guide in the text of your initial email.
    - o Manuscripts submitted about topics in business, education, or social sciences should conform to the style set by the American Psychological Association (www.apastyle.org).
    - o Manuscripts submitted in the humanities should conform to the style set by the Modern Language Association (www.mla.org).
    - o Submissions from the arts should follow the convention of each discipline. For example, an academic critique of a play should follow the MLA style guidelines while a script should follow the Samuel French style. Visual art should be submitted with an artist's statement that describes the artist's process, materials, and concept in lieu of an abstract (less than 250 words). Academic papers about art or music should follow MLA. Scores and other music should be written in Sibelius or Finale and submitted as pdf files from these programs. Questions about other formats for submissions from the arts should be directed to the Editor.
    - o Submissions from the sciences should follow the style set by the CSE Manual for Authors, Editors, and Publishers, 8th edition (www.scientificstyleandformat.org) using a name-year intext citation style. Names for chemicals, genes, proteins, etc. should follow the convention of the discipline and match online public repositories such as GenBank.
- Citations that reference websites, personal communications, and non-peer reviewed works should be kept to a minimum. In rare cases when citing personal communication, the authors are responsible for securing and providing written authorization from the source before publication.
- Keep explanatory footnotes to an absolute minimum.

Visual Aids

- Embed within the text, consecutively number, and title all visual aids, images, and/or figures. Refer to each visual within the written text. Each figure or visual aid should be followed by the figure legend with a title and description of the image or figure.
- Graphics and photos should be prepared in JPEG format of no less than 300 dpi and sized for the page. They should be emailed as separate files, in addition to being placed in the manuscript. The author is responsible for securing permission to use graphics or data from other sources.
- Tables should be organized in Word or Excel. Do not apply styles, shading, or underlining. Each table should be followed with a title and table legend.
- Three-dimensional works of art are limited to 3 photographs in JPEG format of no less than 300 dpi showing different views.

Additional Documentation

- Acknowledgements can be used to identify funding sources and contributions from others who are not authors. Dedications are rarely allowed and only at the discretion of the Editor.
- Proof of Institutional Review Board approval if human or animal participant data is used.

Deadlines for Manuscript Submission

Submissions to the journal may be sent at any time. If accepted, a submission will be published in the next available issue after it has been fully reviewed and prepared for publication.

Questions?

All other questions should be sent to aletheia@alphachihonor.org.