

## KALO Submission Guidelines



*Kalo* submissions are not peer-reviewed, but academic submissions may still need to undergo a review and editing process. We accept a wide range of submissions in this magazine, including creative writing, essays, visual art, photography, and even ideas for an article. *Kalo* submissions are open to undergraduate members, graduate student members, and alumni members. (A limited number of advisor submissions may be considered).

If you are unsure if your submission or idea is a good fit for *Kalo*, feel welcome to send us an email at [kalo@alphachihonor.org](mailto:kalo@alphachihonor.org), and our staff will promptly get back to you and discuss your submission or idea.

Please follow these guidelines when submitting your work for *Kalo*:

1. Submissions should be original and reflect the unique perspectives and experiences of the authors. Submissions should properly acknowledge and cite the work of others, including text generated by artificial intelligence. While we accept academic submissions, they should be engaging and accessible to a broader audience.
2. Submissions may be sent at any time. If accepted, a submission will be published in the next available issue after it has been reviewed and prepared for publication.
3. All submissions should be the unpublished work of the author(s). Collaborative work is welcome, but the majority of the work should have been accomplished by the submitting author(s).
4. All work should be free from falsehood, fabricated or misleading data, plagiarism, or any form of dishonest scholarship.
5. Authors assume responsibility for securing permission to publish any copyrighted material, including figures, tables, and other visuals, that are cited or used in the submission.
6. Titles should be comprehensible to a general audience and no longer than 50 characters (including spaces).
7. Text-based submissions should not exceed 5,000 words in length.
8. For standard, written academic submissions:
  - a. Due to *Kalo's* limited page count, we encourage submitters to draft an article outlining and summarizing their work or research in lieu of submitting the entire academic paper. If you have any questions, thoughts, or ideas concerning this, reach out to [kalo@alphachihonor.org](mailto:kalo@alphachihonor.org).
  - b. If you have a standard, written academic submission that is under 5,000 words in length (including citations), it may be considered for standalone publication in *Kalo*.
  - c. Text-based submissions should be typed in 12 pt. Times New Roman font, with left-justified text in one column on 8.5" by 11" pages, with 1" margins on all sides. All submission pages should be numbered in a header located in the upper right corner.
9. Visual art and photography submissions should be prepared in JPEG or PNG 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 submission. The author is responsible for securing permission to use visuals from other sources.

10. Video submissions should be sent as links to a public or unlisted YouTube video, accompanied by a short description of the project.
11. By submitting your work to *Kalo*, you affirm that the work is original, unpublished, and free from any form of dishonest scholarship.
12. All authors are expected to sign the Author Affirmation Form which is submitted with the original submission.
13. Include a brief bio (50-100 words) and headshot with your submission.
14. Acknowledgments 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.
15. Submissions containing original data from human or animal participants must document approval by the lead institution's Institutional Review Board.
16. For poetry submissions:
  - a. Submit up to 5 original, unpublished poems.
  - b. Each poem should not exceed 2 pages in length.
  - c. Include a brief bio (50-100 words) and headshot with your submission.
  - d. Poems should be typed in 12 pt. Times New Roman font, with left-justified text on 8.5" by 11" pages, with 1" margins on all sides.
  - e. Each poem should begin on a new page and include the poem's title at the top.
  - f. Are any of your poem submissions concrete/shape poems (Does the shape of the poem itself play a role in the poem)? If so, please let us know in your submission so that we can maintain the shape of the poem in *Kalo*.
17. For music submissions:
  - a. Submit up to 3 original, unpublished musical compositions or performances.
  - b. For each submission, include a brief description (100-150 words) of the piece, highlighting its significance and relevance to the *Kalo* audience.
  - c. Written musical compositions should be submitted as PDF files, preferably created using notation software such as Sibelius or Finale.
  - d. For audio recordings of performances, either submit high-quality MP3 or WAV files or links to a public or unlisted YouTube video that contains the music submission.
  - e. Include a brief bio (50-100 words) and headshot with your submission.
18. For videogame submissions:
  - a. Submit one original video game project.
  - b. Include a brief description (150-200 words) of your game, highlighting its concept, gameplay mechanics, and relevance to *Kalo's* audience.

- c. Provide a downloadable link to your game files or a link to an online platform, such as itch.io, where your game can be played or downloaded.
- d. Submit a gameplay video (up to 5 minutes) showcasing the game's features and mechanics.
- e. Upload the video to a video-sharing platform (e.g., Vimeo or YouTube) and provide a link in your submission email.
- f. Include a brief bio (50-100 words) and headshot with your submission.

19. For 3D Printing/CAD Project submissions:

- a. Submit one original, unpublished 3D printing or CAD project.
- b. Include a brief description (150-200 words) of your project, highlighting its concept, design process, and relevance to *Kalo's* audience.
- c. Provide downloadable links to your project files (e.g., .stl, .obj, .dwg, or other relevant file formats) and, if applicable, any necessary assembly instructions.
- d. Submit a short video (up to 3 minutes) showcasing your finished project or a detailed walkthrough of your design.
- e. Upload the video to a video-sharing platform (e.g., Vimeo or YouTube) and provide a private link with a password (if necessary) in your submission email.

20. For architectural or interior design submissions:

- a. Submit one original, unpublished architectural or interior design project featuring a virtual building or space.
- b. Include a brief description (150-200 words) of your project, highlighting its concept, design process, and relevance to *Kalo's* audience.
- c. Provide downloadable links to your project files (e.g., .rvt, .skp, .dwg, or other relevant file formats) and any necessary supporting documents (e.g., floor plans, elevations, renderings).
- d. Submit a short video (up to 5 minutes) showcasing your virtual building or space, including a walkthrough or highlights of key design elements. Upload the video to a video-sharing platform (e.g., Vimeo or YouTube) and provide a link in your submission email.

21. Send all submissions electronically to [kalo@alphachihonor.org](mailto:kalo@alphachihonor.org).

Please note that the *Kalo* editorial team reserves the right to edit submissions for clarity, length, and style. If your submission is accepted, you will be notified and provided with further instructions on preparing your work for publication.

Please see the [Author Affirmation Form](#) for specific details and information about author requirements regarding originality, copyright transfer, and more.