USJ 2014-2015

USJ Submission Guidelines for Research Manuscripts
Deadline: Thursday, January 8, 2015

The UCLA Undergraduate Science Journal is a registered student group and is a fully student run organization. It is essential that authors follow the guidelines listed below. **If the author fails to follow the guidelines, the work may not be accepted for publication.** For more information about the USJ, please visit our website: http://www.studentgroups.ucla.edu/USJ/

Benefits of publication in the USJ:
- A great addition to resumes and applications.
- An article published in USJ is an actual publication copyrighted and registered in the Library of Congress.
- Eligibility to receive a Vice Provost Recognition Medal.
- Special reception by the Vice Provost, the URC-Science Director and Faculty Advisor Dr. Tama Hasson, and the USJ staff at the end of the year.

Want to see previous issues of the USJ?
Copies of previous issues of the USJ can be found at: Scholarship Resource Center, Honors Program Office, Powell Library, Biomedical Library, Academic Advancement Program, the URC-Sciences office and the Career Center.

SUBMISSION INSTRUCTIONS:
You are required to **submit a copy of your article via email attachment** to usjUCLA@gmail.com. The deadline to submit your manuscript is **January 8, 2015**. Because of time constraints, late submissions are not accepted for publication. A timely submission, however, is not a guarantee that your work will be accepted for publication. The USJ staff reviews all submissions prior to acceptance. Please make sure that all guidelines are followed carefully.

Format for email submission of manuscript:
Please email **one complete PDF file** with the following components in this order:

1. Text-only manuscript: Font 11, Times New Roman, Double-Spaced, 1-inch margins, page numbers on the bottom.

2. Figure legends: One per page. Each caption must have (1) a one-sentence title of the figure/table in **bold** (2) a detailed description of the figure/table explaining pertinent information and any abbreviations used.

3. Figures: One per page. Due to budget constraints, **indicate if the color of the figure is necessary for its comprehension.**

Do **NOT** submit an integrated copy with figures and legends embedded with text.

If your article requires color, please submit 5 colored hard copies of the above to the USJ Office at Life Science Building 2103 by 5PM on January 8, 2015. Secure in a manila envelope labeled with your full name.

Following initial review and acceptance of your article, you will be forwarded a link to upload the following files to a secure USJ DropBox:

- All your figures, tables and graphs as separate files in .tif format at 300 dpi (dots per inch).
- All your legends together as a separate WORD .doc. One legend per page.
- A text-only manuscript as a WORD.doc

SCIENTIFIC RESEARCH MANUSCRIPT

1. Title (own separate page):
• Title in 11pt, Times New Roman, **Bold**
• Your name and your Advisor's name
• Your Department and Advisor's Department

For Example:

A Chimeric Erythroprotein Receptor Fusion Protein in the TF-1 Erythroleukumia Cell Line Elen W.Y. Hseih

Advisor: Dr. Lisa A. Schimmenti
Department of Microbiology, Immunology, and Molecular Genetics Department of Human Genetics and Pediatrics
Each subsection **in bold and ALL CAPS.**

2. ABSTRACT
An abstract is a **single** paragraph at **300** words **MAX**. The author must summarize *why* the research was conducted, *how* it was conducted, and what the major results and conclusions were. **References are not cited in the Abstract!**

3. INTRODUCTION
In the introduction, the author must present the problem his or her research will address, why this problem is significant, and how it applies to the larger field of research. The author must clearly state his or her hypothesis, and quickly summarize the methods used to investigate that hypothesis. The author must address relevant studies by other researchers. The introduction should contain all the background information a reader needs to understand the rest of the author's paper. This means that all important concepts should be explained and all important terms defined. In a paper submitted to USJ, background information should be extensive enough for an undergraduate science major to understand, but not so detailed as to bog down a professional reader. The introduction needs at least **4 paragraphs with every paragraph referencing 1-2 articles.** One of the references in the introduction must be a **review article** on the subject matter.

At least one figure must be included in the introduction. Written consent is required from the source of the figure, if it is not your own. This can be in the form of an email. This consent is necessary for figures from published journals, but is not needed for figures from government websites.

4. METHODS
The author must thoroughly describe the methods used to investigate the problem, and briefly describe why these methods were used. The Methods section is divided into sections (1 for each method) with *italicized subheadings*. Any materials used should be documented, and any computer programs used should be discussed. The methods should be described in **sufficient detail** such that they could be repeated by a competent researcher. Please include the company sources as well as the company city and state for all uncommon reagents and equipment (kits, drugs, etc). Animal studies must explicitly state IACUC approval and human studies must include IRB approval.

5. RESULTS
The author should thoroughly detail the results of the experiments, models, or theories developed in the body of the article. The results should be supplemented by figures and tables, and the figures and tables should be briefly explained. *No interpretations or conclusions should be drawn* in the Results section. Each result should be in a separate subsection and the subsection heading should summarize the result, in one sentence. The subsection should be in **bold.**

FIGURES:
Figures must be referenced in the results section. All tables and graphs **must** be created in **Excel.** Convert Charts, Tables and Graphs into figures that are at least 300 dpi. Label each figure, table or graph with the appropriate figure/table/graph number (i.e. Figure 1; Table 1.)

Mathematical equations should be left-justified and follow the format similar to the example below:
ΣΣ∞=+=∂∂∇413222079.0atxttfi Eq. 1

FIGURE LEGENDS:
One-sentence title summarizing the figure in **bold**. A detailed description of the figure/table explaining pertinent information is required. Captions should summarize the data such that a reader can comprehend the figure without having to refer to the text. All abbreviations used in the figure must be defined.

6. DISCUSSION
The author should restate the problem and summarize how the results have addressed it. The author should discuss the significance of the results and interpret their meaning. Potential sources of error should be discussed as well. Finally, the author should tie conclusions into the "big picture" by suggesting the impact and applications this research might have such as how the author's field is affected or what future experiments could be carried out.

7. ACKNOWLEDGEMENTS
100 words MAX crediting people who have helped make your manuscript possible. Please include all applicable grants and other funding that supported your work.

8. REFERENCES
The reference section includes articles that are published or in press. Citations should be included in the document text as follows: For a single author: (Author, Year). For a reference with two authors: (Author 1 and Author 2, year). For a reference with 3 or more authors (Author 1 et al., year). Unpublished data, submitted manuscripts, or personal communications should be cited via text only. Personal communications should be documented by a letter of permission. Abstracts of work presented at meetings should not be cited. Please use the following style for references page. Be sure to include full page numbers.

Journal Article:

If three authors or less:
Aschenbrenner, L., Naccache, S.N., and Hasson, T. (2004) Uncoated endocytic vesicles require the unconventional myosin, Myo6, for rapid transport through actin barriers. Mol Biol Cell. 15:2253-2263.

If 3 or more authors shorten the author list as follows:
Dance et al. (2004) Regulation of myosin-VI targeting to endocytic compartments. Traffic. 5:798-813.

Article in a book:
Sorenson, P.W. and Caprio, J.C. (1998) Chemoreception. In the Physiology of Fishes, D.H. Evans, ed. (Boca Raton, FL: CRC Press), pp. 375-405.

An entire book:
Cowan, W.M., Jessel, T.M. and Zipursky, S.L. (1997) Molecular and Cellular Approaches to Neural Development (New York: Oxford University Press).

Thank you for submitting your research manuscript to the UCLA Undergraduate Science Journal.