FLORIDA ATLANTIC UNIVERSITY
Undergraduate
Research and Inquiry

Florida Atlantic Undergraduate Research Journal (FAURJ)
Submission Guidelines and Procedures

Eligibility

- o To be eligible for publication, submitted research must be done by an FAU undergraduate student or students, under the mentorship of an FAU faculty member. Two or more FAU undergraduate students may co-author a single manuscript submission.
- o Students MUST attend the FAURJ workshop hosted by OURI during the early spring semester. If you are unable to attend the workshop, please email faurj@fau.edu or ouri@fau.edu.

Accepted Formatting of all Submissions

- o **Submitted as a Microsoft Word document (.doc format)**
- o Font: 12-point, Times New Roman – consistent throughout paper
- o Section Headings: Bolded and aligned to the left (no numbering)
- o Subsection headings should be italicized and included within the paragraph
- o Margins: 1-inch margins all sides
- o Spacing: Double spaced throughout (for submission)
- o Documentation formatting must be APA throughout (no others will be accepted)
- o Include publication-ready figures and tables throughout the manuscript

Submission Procedure

All applications and documents are submitted through Survey Monkey Apply, an application portal. Please complete the online application and upload all required attachments/documents. Click here for general instructions.

A complete Manuscript Submission must include the following (*):

1. A complete application form in Survey Monkey Apply
2. Short biography for each author (50-150 words)
3. An Abstract (150 words)
4. ANONYMOUS Manuscript (1500-4000 words)
5. Works Cited/References (no maximum word count and included at the end of manuscript)
   Note: The above maximum word counts are in place to ensure that we can print your entire research project and must be followed. Please edit your documents accordingly prior to submission. No exceptions will be made.
6. Faculty Research Advisor Release Form - completed and signed
7. Student Release Form - completed and signed
8. An 8-digit unique code that you create and will be used to save your documents together. Code cannot start with a "0."
9. If the Submission is written in a language other than English, a translated version must be provided for the review process.

*FAURJ reserves the right to reject manuscripts not submitted in the above-mentioned formats by the established submission deadline.

Review Process

Note: If the Submission is written in a language other than English, a translated version <u>must be</u> provided for the review process.

All written manuscripts will be submitted through Turn-it-in as part of the peer-review process. Each manuscript will be reviewed anonymously by at least one qualified faculty reviewer and one qualified graduate student reviewer. After each manuscript is reviewed, the author(s) will receive email confirmation of what comes next. Most manuscripts will be returned to the author(s) with reviewer comments/edits which will then need to be corrected and addressed via the Response to Reviewer form. If a second review is needed, then this process will repeat. The author(s) will be expected to make revisions in a timely manner and return the final revised manuscript to FAURJ editors for layout design. This is a lengthy process; prompt email correspondence and patience are greatly appreciated.