

USJ Submission Guidelines for Review Articles

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

Review Articles:

For more detailed information on how to write a review article, please refer to the Guide to Science Writing.

A short literature review is usually 7 to 10 pages long. Writing a good review is not about quantity, though – it's about quality. Weed out the unimportant and make your writing and logic tight. In evaluating studies, describe them briefly, and then discuss the relevant areas (e.g., research assumptions, theories tested, hypotheses stated, methodology, variables examined, results, interpretations, speculations, etc.) All studies have strengths and weaknesses. Identify them and discuss how they are relevant to your thesis. Be sure to compare the study with others that you have discussed.

I. Cover Sheet (own separate page):

1. Name (the way you'd like to be published),
2. Faculty Mentor (Optional- include if this review is adapted from the intro for a senior thesis-for example)
4. Title reflecting topic of review, **bolded**
5. Date

II. Body of the Paper

Each subsection in **bold and written in ALL CAPS**.

Abstract: An abstract is a **single** paragraph at **300** words **MAX**. The author must provide a brief summary of the thesis, the major studies investigated, and conclusions drawn. **References are not cited in the Abstract!**

Introduction: Introduce the topic and your thesis, and discuss why this topic is significant. Clearly define exactly what this article will discuss, outline the order in which you will discuss it, and give the reader any background information needed to understand the coming sections. **Must be at least four paragraphs and cite 1-2 references per paragraph. Must include at least one figure.**

Body: Varies depending on topic. For example, if your topic discusses and evaluates three different methodologies, you might divide the body of the article into three sections, each discussing one of the methods. In these sections, be sure to describe and evaluate the studies in detail, comparing them and discussing their implications.

Discussion and Conclusions: You should conclude your review by restating your thesis and the purpose of the article, then discussing the conclusions you have drawn. You should also discuss the implications of your study and where you think research in this field should go from here.

Figures: All tables and graphs **must** be created in **Excel**. 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:
 $\Sigma\Sigma\infty=+=\partial\partial\nabla413222079.0atxttfi$ Eq. 1

Written consent is required from the source of figures obtained. 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.

Figure Legends: One-sentence title summarizing the figure in **bold** followed by a detailed description of the figure/table explaining pertinent information. The caption should be able to stand alone such that a reader can comprehend the figure without having to refer to the text. All abbreviations used in the figure must be defined. Reference to the figure source must also be included.

References: Must come from either primary (research) or secondary (review) literature articles. **Review articles SHOULD NOT discuss preliminary data. Do not include unpublished data.** You must include in-text citations for all references – For a single author: (Author, Year). For a reference with two authors: (Author1 and Author2, year). For a reference with 3 or more authors (Author #1 et al., year). Cite references using the author's last name only.

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 review article to the UCLA Undergraduate Science Journal.