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Spring 2018

Across the Bridge: The Merrimack Undergraduate Research Journal Submission Guidelines

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Recommended Citation

Across the Bridge Staff, "*Across the Bridge: The Merrimack Undergraduate Research Journal Submission Guidelines*" (2018). *Merrimack College Publications*. 3.

https://scholarworks.merrimack.edu/mc_pubs/3

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ACROSS THE BRIDGE

THE MERRIMACK UNDERGRADUATE RESEARCH JOURNAL

SUBMISSION GUIDELINES

ELIGIBILITY

- Original research written by Merrimack College undergraduate students from any major or discipline. Works should be fully written during undergraduate studies, and completed within the previous 3 semesters.
- For recent graduates, your submission must be received within 6 months from the awarding of your undergraduate degree.
- Faculty referral, or a brief statement of faculty support from the discipline of the research is required with submission.
- If the research involves human subjects, evidence of IRB approval or exemption must accompany your submission.

FORMATTING

Please submit manuscripts in .doc or .docx format that conforms to these standards:

- One inch page margins
- 12 point Times New Roman font, double-spaced
- Abstract- maximum of 200 words (to be placed on its own page prior to the full manuscript).
- 5 keywords (to be placed directly after abstract).
- 8,000 word maximum, including references and footnotes
- Any formatting and citation style is permitted as long as it is consistent, and aligns with the conventions of the discipline (e.g., APA, MLA, Chicago, Harvard).
- If your manuscript includes figures or images, include a separate list of figures with your submission and identify the file format (e.g., JPEG, TIFF, PDF). All images including charts and graphs must include an accompanying caption in the paper.

COVER PAGE

In a separate file with your submission, please include a cover sheet that contains the following:

- Name
- Year/Graduating Class (6 months after graduation maximum)
- Major and School at the Institution in which the research takes place (e.g., School of Health Sciences, School of Education and Social Policy)
- Discipline of Paper
- Phone Number
- Merrimack Email Address
- Mailing Address
- Name/Email of Faculty Advisor
- If applicable, IRB number
- Word count (including references and footnotes)

BLIND PEER REVIEW

To ensure a blind peer review process, please remove all identifying information (name, professor's name, course number, etc.) from the draft of the paper itself. Additionally, remove any additional file information that may identify the author. In Word, for instance, this can be done by clicking the "File" tab, going to "Properties" and then making sure there is nothing under 'summary' that says the name of the owner of the document.

MANUSCRIPT SUBMISSIONS ARE ALWAYS WELCOME

ALL SUBMISSIONS SHOULD BE EMAILED TO ACROSSTHEBRIDGE@MERRIMACK.EDU

ANY INQUIRIES REGARDING EXPECTATIONS SHOULD ALSO BE SENT TO THIS EMAIL ADDRESS.