

CARAVEL

JOURNAL OF UNDERGRADUATE RESEARCH AND SCHOLARLY EXCELLENCE

Submission Process

A complete submission includes:

1. Abstract and Submission piece in ONE WORD doc(x)
 2. Student biographical information (for EACH student; combined into ONE WORD doc(x))
 3. Faculty approval form; emailed to our@sc.edu
- Submit 1 and 2 above through the on-line student information form (as separate docs):
<http://caravel.sc.edu/submissions/>
- Email #3 to our@sc.edu

Questions? Contact our@sc.edu or 803-777-1141

- It is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures, tables, or photographs that have been previously published.

Fiction and non-fiction prose

*Doubled-spaced, standard 12 pt font

Max of 2,000 words (exclusive of notes and stage directions)

Formats: doc or docx

*if the presentation of the text is key to the submission, a second file in pdf format indicating the appropriate format must be included

Poetry (poems, song lyrics, etc.)

Poetry may include a single poem or group of poems

A group of poems must have a single title

Double-spaced, standard 12 point font*

Formats: doc or docx

*if the presentation of the text is key to the submission, a second file in pdf format indicating the appropriate format must be included

Visual Genre/Art submissions

Paintings, photographs, drawings, sculpture, printmaking, etc.

Color or black & white photographs

300dpi; 5in x 7in

Pdf, jpg, gif, tiff, png

Media Arts/Video submissions

MP3, AIFF, WAV, and link to a URL OR email our@sc.edu for additional options

References section:

- Make sure all references are cited within the manuscript at the end of the document.
- Please follow the format most appropriate to your discipline.
- Failure to cite properly is a serious academic violation of USC's Carolinian Creed and will not be tolerated.

NOTE: Submissions will be reviewed anonymously. Only submission title (or abbreviated title) should be included on the abstract and submission piece itself. Names MUST be included on the bios.

This document includes information on:

- Types/forms of submissions accepted
- Abstract guidelines
- Biographical Information
- Faculty review requirements
- Review criteria

Submission Types Accepted

Please note that other submission types may be accepted. To discuss your idea, please contact our@sc.edu

- Research/Scholarly Article
- Journalism Article
- Creative Short Story (Fiction and Non-Fiction): max 3000 words
- Poems: Max of 40 lines
- Flash Fiction and Prose Poetry: 350 words
- Music, Media, Photography, Visual Art, etc

Research/Scholarly Articles

Paper Length: no more than 15 pages (typed, 12pt font, 1 inch margins, double-spaced). Special exceptions may be granted.

Formats: doc or docx

Figures, Tables, and Images:

- All color must be in cmyk
- Tables, figures, and images should be .jpg, .pdf, or .gif
- Position tables/figures/images in the document as submitted AND attach each image as separate files
- For each figure there should be a figure number indicating the sequence of the figures, a short title for the figure (15 words max), and a description of the figure or photograph (300 word max).

Abstract/Descriptive Summary – Required of all submissions
Max 500 words; single-spaced, standard 12 point font

All submissions must include an abstract or descriptive summary
Formats: doc or docx

Abstracts should:

- State, in clear terms, the central research question and the purpose of the research.
- Provide a brief discussion of the research methodology.
- State conclusions, either final or anticipated.
- Be well organized.

Abstracts for *creative submissions* must address the goals, focus, motivations, meaning, background, and/or context for a work or body of work and if appropriate, the technical methods used to create the piece.

Student Biographical Information –

Required of all submissions for EVERY student

Max 300 words; single-spaced, standard 12 point font

Biographical information of the author(s) should be presented in first person in fluidic, paragraph form and include ALL of the following:

- Hometown, State or Country
- Academic year (or when graduated)
- Major(s), minor(s)
- Special honors or awards (Magellan Scholar, Mini-Grant, Voyager, SURF, ESP, SCAMP, McNair)
- If graduated, where you are now and what you are doing
- If not graduated, your next steps (career or professional goal, grad school, etc)
- What was your motivation for this project (why did you choose this topic)
- What has been the impact of working on this project (How this experience enhanced your academic, professional, and/or scholarly pursuits)
- Acknowledgements:
 - Thank you to your mentor
 - Thank yous or names of any others involved in research: other faculty, post-docs, grad students, undergrads
 - Identification of programs critical in support of project: Magellan Scholar, mini-grant, Guarantee, or Apprentice; Honors Fellowship; TRiO Ronald E. McNair Postbaccalaureate Achievement Program, etc.
 - A list of other venues in which this work has been presented (research conference, academic or professional event, etc.)

Student headshot –

Required of all submissions for EVERY student

Submit separately: A clear, sharp, digital headshot of you in color 300dpi; jpg, gif, tiff, png

Please contact our@sc.edu if you need a picture taken

Approval by Faculty Advisor(s)/Mentor(s) –

Required of all submissions

Each submission must be reviewed and critiqued or edited by a faculty advisor/mentor PRIOR to submission

Faculty member must approve the student's submission by completing the "Faculty approval form" found at <http://caramel.sc.edu/submissions/>

Review Criteria

Submissions are reviewed based on the following criteria (as appropriate):

- Subject matter: understandability and logical publication format;
- Background, significance, and purpose of the research well described for a multi-disciplinary audience;
- Novelty, originality, relevance, significance, and/or impact of project;
- Well-developed research design and methodology;
- Thoughtfully interpreted and analyzed results;
- Excellent utilization of supporting materials or references.

Compilation of Guidelines

The following journals were used in the creation of these guidelines:

USC Upstate, *The USC Upstate Undergraduate Research Journal* (<http://www.uscupstate.edu/researchjournal/>)

Colorado State University, *Journal of Undergraduate Research and Scholarly Excellence (JUR)* (jur.colostate.edu/)

Middle Tennessee State University, *Collage: A Journal of Creative Expression* (sites.google.com/site/mtsucollage01/About)

Texas A & M, *Explorations* (honors.tamu.edu/Research/ExplorationsSubmissions.html)

University of Kentucky, *Kaleidoscope* (www.uky.edu/Kaleidoscope/)