

Submission Guidelines

Remember your audience! The journal is interdisciplinary so your work will be read by scholars from a wide range of disciplines. Thus, your work should be readable and comprehensible to anyone interested in the topic, regardless of their expertise. Yet, one should avoid devoting more than a few sentences towards the explanation of standard information that should be known to majority of the academia. Your manuscript should uphold a level of sophistication that represents the standards that USC Upstate strives to promote.

- **Paper Length and Formatting:** The manuscript should be at least 5 pages but no more than 15 pages (typed, 11pt Arial font, 1 inch margin, double-spaced). Special exceptions may be granted. Please contact the Editor-in-Chief (Joshua Ruppel; ruppelj@uscupstate.edu) with questions regarding manuscript length requirements.
- **Submission Details:** The submission process is automated, so you will need to complete ALL parts of the [online application form](#) and upload your paper before the submission deadline. The last step of the form allows you to upload your paper in word format. Only submissions in Microsoft Word will be accepted. *In addition, you must name your Word file with the following format:*
 - **Primary Student Author's Last Name and Primary Faculty Mentor's Last Name_Year_USCUSRJ**
 - **Example: Smith and Jones_2022_USCUSRJ**
- **Paper Organization.** The Editorial Board welcomes and encourages submissions from all disciplines. We acknowledge that the organization of manuscript submissions will vary among disciplines, but the typical organization of a submission is outlined in #'s 1 - 10 below. *Regardless of discipline, the first three pieces of a submission are required to be #'s 1-3.*

In addition, the projects represent research, scholarship and creative endeavors by students and faculty. The expectation is that sources were used to develop the project and interpret the significance of project findings – therefore, the sources should be cited in the text and listed in the references section. *All submissions, regardless of discipline should have a references section; see #9 below..*

The typical organization of each journal submissions is as follows:

1. Title: Should appear at the very beginning of the manuscript and should reflect upon the holistic nature of the idea behind the manuscript. The title should not be as generalized as to encompass myriad ideas. At the same time do not scare the reader away. Make the title appropriate yet appealing.

2. Authors: List all authors below the title. The student who made the largest contribution to the project/paper should be listed first, followed by any additional students who worked on the project, and finally the faculty project advisor(s) should be listed last. Include full name, title/major, department affiliation, **email address** and **phone number** for each author. **Please provide accurate email and phone information so that the Editorial Board can easily contact you during the final editing of your contribution.**

3. Abstract: A clear and concise yet engaging abstract that summarizes the author's research and conclusions should appear next. This section should be between 200-250 words.

4. Introduction: The manuscript should have a general introduction to the main topic of your paper. It should provide the necessary background information in order for the paper to be fully comprehensible. Include the purpose of your research, why it was conducted and what is important about it.

5. Methods section(s): Describe the main procedure used to perform your inquiry. Explain the main methods used and why that particular procedure was used as well as the advantages and disadvantages.

6. Results and Discussion: This section is a very important section of the manuscript. Do not focus too much on results; rather take this chance to examine the trends or implications in order to substantiate your conclusions. Your audience is more interested in the implications of the results and the conclusions you draw from them.

7. Conclusion: This relatively short section should be the closing paragraph of your manuscript. In few sentences, summarize the purpose of the study and the conclusions that you made. Identify the strengths and weaknesses of the inquiry, so as to provide an insight into further studies. Though you already stated the importance of your inquiry in the introduction, here you are stating the importance of your findings and conclusions and their potential affect in your overall field of study.

8. Acknowledgement section: Include any relevant acknowledgements you would like to make.

9. References section: Make sure all references are cited within the manuscript at the end of the document. Failure to cite properly is a serious academic violation of USC Upstate's Honor Code and will not be tolerated. Citations should follow the [American Psychological Associate \(APA\) style guide](#). The [Purdue Online Writing Lab \(OWL\)](#) is a fantastic resource for all things APA style. **PLEASE FOLLOW THE APA STYLE VERY CLOSELY.**

10. Tables and Figures: Please include pertinent illustrations, pictures, and graphs in order to make the article more visually appealing to the reader. Each figure should be labeled with an explanatory caption.