XULAneXUS Submission & Formatting Guidelines

XULAneXUS is a refereed online journal that publishes the scholarship of Xavier University of Louisiana undergraduates.

Submissions are accepted from all disciplines in three categories:

- **Research Manuscripts**: traditional, original research papers generated from research courses (e.g. research methods course; senior capstone course; final course project, etc.), summer projects, or other research projects, up to 25-pages in length. This category represents original research projects.

- **Creative Scholarship**: creative writing, visual art, vocal performance, film, or recorded performance, including image-, audio-, video-, or multimedia-based submissions. This category represents any form or discipline of creative scholarship, including fine arts disciplines and creative representations of traditional research.

- **Scholarly Note**: Scholarly work taken from a course assignment or work related in some way to the research process (e.g. literature reviews; book reviews; scholarly essays; laboratory reports; art criticism; research field reports; clinical observations; laboratory reports, etc.) up to 15-pages in length. The goal of this category is to publish student work that represents some stage or component of the research experience.

- **Service-Learning Analysis**: Scholarly work taken from a service-learning course that connects academic content to experiential learning that occurred during a service-learning project. Service-learning is a teaching and learning strategy that engages students in collaborative service with a community partner and allows them to learn designated academic concepts through that service. This section presents scholarship that reflects critically on a service-learning experience and connects it to theories studied within a given course.

**Submission Process**

1. **Read the Call for Papers**
   The submission process will be announced through an e-mail to all students and faculty and placed on the XULAneXUS website (xulanexus.xula.edu)

2. **Consult with your Faculty Mentor**
   Meet with the faculty member who mentored your project to discuss the submission guidelines, the section of the journal that the submission best fits, and any revisions needed prior to submission.

3. **Attend Informational Session**
   Meet with XULAneXUS editorial staff to learn about the submission, revision, and publication process.

4. **Get Faculty Mentor Approval**
   After making suggested revisions, bring submission back to your faculty mentor and get final approval to submit to XULAneXUS.
5. **Submit to XULAneXUS electronically**  
   Send your project and any required forms to *XULAneXUS* via e-mail.

6. **Wait for Editorial Board Review**  
   Every submission will be sent to the faculty/student editorial review board for peer, blind review.

7. **Complete Revisions and Resubmit**  
   After receiving a publication decision, you may need to revise and resubmit your project in consultation with your faculty mentor. You **must** consult with the Writing Center PRIOR to resubmitting your work.

8. **Your Project is Published**  
   After acceptance of your project by the editorial review board and completion of all revisions, your project will be published in *XULAneXUS*.

### Submission Instructions

1. Send ALL submission via e-mail to xulanexus@xula.edu.

2. The subject heading of the e-mail must read: XULAneXUS_Author’s Last Name (e.g. XULAneXUS_Smith).

3. The body of the e-mail should include:
   - student author’s full name, Xavier ID number, and telephone number
   - faculty mentor’s name
   - student author’s academic major and department
   - title of submission
   - type of submission (e.g. Research Manuscripts, Creative Scholarship; Scholarly Notes)
   - documentation format (APA, MLA or Chicago only)

4. Attach submission to the e-mail in MS Word or RTF file ONLY. Submissions **cannot** be accepted unless they are submitted in Word or RTF format. (Creative Scholarship submissions should follow one of the file formats listed below.)

5. Attach all images (including figures, tables, formulas, graphs, etc.) to the e-mail in JPG format. Images must be inserted in the text itself AND attached separately to the e-mail.

6. Complete the “Author/Mentor Approval Form” and have faculty mentor sign and submit via e-mail to: xulanexus@xula.edu. Form is available at:  
   [http://xulanexus.xula.edu/textpattern/index.php?s=submission#how](http://xulanexus.xula.edu/textpattern/index.php?s=submission#how)

7. *XULAneXUS* editor will confirm receipt of all required documents and processes submission for editorial review.

### Format Instructions
All submissions must be formatted according to guidelines established for the appropriate section of the journal. Any submission that does not follow the following guidelines will be returned immediately to the author.

**Research Manuscripts**

This category includes traditional, original research papers generated from research courses (e.g. research methods course; senior capstone course; final course project, etc.), summer projects, or other research projects, up to 25-pages in length.

Manuscripts must follow one of the following manuscript and documentation formats that is most appropriate to the author’s academic discipline: APA, MLA, or Chicago, including the labeling and design of figures and tables, documentation of sources, and/or references pages. Only these three styles will be accepted. For advice on which style is most appropriate for your discipline, consult your faculty mentor.

Manuscripts must adhere to the following layout:

- Maximum of 25 pages, including figures, tables, appendices, and references
- Submitted via e-mail in a MS Word (.doc) file
- Margins set to one inch (1”) on all sides
- 12-point, Times New Roman, double-spaced font
- All pages are numbered
- Remove all references to authors, faculty mentors, and departmental colleagues within the text, page numbers, and document properties (Within the MS Word document, go to “File” and “Properties.” Delete any information under the “Summary” tab that might identify the author.).
- Include any images, audio files, or video files that appear in the paper in the highest resolution possible as separate e-mail attachments. This includes all figures, tables, graphs, formulas, etc. If necessary, submit these separately on CD or DVD. XULAnexUxS staff will re-format multimedia files for online publication. Multimedia components should also be pasted into the paper itself to indicate where they should appear. Follow the formatting instructions for image, audio, and video files found in the “Creative Scholarship” section below.

Manuscripts must include the following sections:

- Title Page with: author’s name, academic major and department; title of paper; faculty mentor’s name and academic department; key terms (up to seven alphabetized words or short phrases that are most descriptive of your research – all key terms must be used and explained in your paper).
- Abstract, 200-250 words in length. Include problem to be investigated; purpose of the study; research methods; major results and interpretation of results; implications of the study.
- Introduction. Follow your discipline’s format for introductions. Typically, these provide background information on your topic, define terms that may be unfamiliar to readers outside your discipline, present the objective or research questions that your research addresses; summarizes previous research and current status of the topic; discusses relevance and significance of the research; and
describes the general methods used.

- Acknowledgements. Brief section that thanks the people and/or organizations that supported, advised, or funded your research.
- References or Works Cited: follow your selected documentation format

The organization of your paper should follow your discipline’s conventions. Your faculty mentor can suggest the most appropriate organization for your paper. **Headings are strongly encouraged** to organize your paper and guide readers through it.

*** For general advice on documentation formats, consult the “General Documentation Rules” ([http://www.clas.ufl.edu/jur/guidelines/documentation.html](http://www.clas.ufl.edu/jur/guidelines/documentation.html)) provided by the University of Florida.

**Creative Scholarship**

Creative scholarship submissions might take a wide range of forms, including photography, photographs of two-dimensional and three-dimensional art works, audio recordings of music recitals, graphic design projects, video recordings of live performances, creative works of fiction or non-fiction, performance scripts, multimedia representations of research projects, and other creative scholarship that combines text and media. This category represents any form or discipline of creative scholarship, including fine arts disciplines and creative representations of traditional research.

Creative scholarship submissions should follow the presentation format used within the author’s academic discipline. For advice on the format most appropriate for your discipline, consult your faculty mentor.

Image-based, audio-based, and video-based submissions (e.g. photography, photographs of two-dimensional and three-dimensional art works, audio files, video files) must adhere to the following format and include the following sections:
- Title Page with: author’s name, academic major and department; title, media used, date, and dimensions, if applicable; faculty mentor’s name and academic department; key terms (up to seven alphabetized words or short phrases that are most descriptive of your creative scholarship).
- Artist’s statement (submitted as a MS Word attachment, 12-point, Times New Roman, double-spaced font)
- Context statement (submitted as a MS Word attachment, 12-point, Times New Roman, double-spaced font)
- Acknowledgements. Brief section that thanks the people and/or organizations that supported, advised, or funded your research.
- References or Works cited: follow your selected documentation format (APA, MLA, or Chicago)
- Submitted as e-mail attachments or on CD via campus mail to XULAnexUS, Box 34.
- If image-based, submitted in the highest resolution possible in any of the following formats: .jpg; .png; .gif. (*XULAnexUS* staff will re-format multimedia files for online publication.)
• If audio-based, submitted on a CD in .mp3 format in the best audio quality possible via campus mail to XULAneXUS, Box 34.
• If video-based, please contact XULAneXUS staff for details about video formatting.

Student authors/artists are responsible for securing any necessary permissions for using copyright-protected materials in their multimedia projects. XULAneXUS staff may be able to assist with the formatting of image-based, audio, and video submissions. Please contact us with questions or assistance with formatting multimedia files.

Scholarly Notes
The “Scholarly Notes” section of XULAneXUS features miscellaneous submissions that represent unique aspects of the scholarly process within each academic discipline, up to 15-pages in length. This section will most frequently showcase scholarly work that comes from course assignments and/or is related in some way to the research process or a single stage of research. Examples of appropriate submissions for this section include: scholarly essays; book reviews; research field reports and analyses; literature reviews; clinical observations; laboratory reports; art criticism; scholarly essays, etc.

Scholarly notes must follow one of the following manuscript and documentation formats that is most appropriate to the author’s academic discipline: APA, MLA, or Chicago, including the labeling and design of figures and tables, documentation of sources, and/or references pages. Only these three styles will be accepted. For advice on which style is most appropriate for your discipline, consult your faculty mentor.

Scholarly Notes must adhere to the following layout:
• Maximum of 15 pages, including figures, tables, appendices, and references
• Submitted via e-mail in a MS Word (.doc) file
• Margins set to one inch (1”) on all sides
• 12-point, Times New Roman, double-spaced font
• All pages are numbered
• Remove all references to authors, faculty mentors, and departmental colleagues within the text, page numbers, and document properties (Within the MS Word document, go to “File” and “Properties.” Delete any information under the “Summary” tab that might identify the author.).
• Include any images, audio files, or video files that appear in the paper in the highest resolution possible as separate e-mail attachments. This includes all figures, tables, graphs, formulas, etc. If necessary, submit these separately on CD or DVD. XULAneXUS staff will re-format multimedia files for online publication. Multimedia components should also be pasted into the paper itself to indicate where they should appear. Follow the formatting instructions for image, audio, and video files found in the “Creative Scholarship” section above.

Scholarly Notes must include the following sections:
• Title Page with: author’s name, academic major and department; title of paper; faculty mentor’s name and academic department; key terms (up to seven alphabetized words or short phrases that are most descriptive of your research –
all key terms must be used and explained in your paper).

- **Abstract**, 200-250 words in length. Include all of the following that is relevant to your submission: brief description of the scholarly assignment or task; context or site of research; problem to be investigated or issue explored; purpose of the scholarly exercise; research methods; major results and interpretation of results; implications of the scholarly assignment.

- **Introduction.** Follow your discipline’s format for introductions. Typically, these provide background information on your topic, define terms that may be unfamiliar to readers outside your discipline, describe the scholarly assignment or task in relation to a larger area of study, provide the purpose of the scholarly exercise, and/or preview the scholarly note.

- **Acknowledgements.** Brief section that thanks the people and/or organizations that supported, advised, or funded your research assignment or exercise.

- **References or Works Cited:** follow your selected documentation format

---

**Service-Learning Analysis**

The “Service-Learning Analysis” section of XULAneXUS features scholarly work taken from a service-learning course (up to 15 pages) that connects academic content to experiential learning that occurred during a service-learning project. Service-learning is a teaching and learning strategy that engages students in collaborative service with a community partner and allows them to learn designated academic concepts through that service. This section presents scholarship that reflects critically on a service-learning experience and connects it to theories studied within a given course.

Service-Learning Analyses must follow one of the following manuscript and documentation formats that is most appropriate to the author’s academic discipline: APA, MLA, or Chicago, including the labeling and design of figures and tables, documentation of sources, and/or references pages. Only these three styles will be accepted. For advice on which style is most appropriate for your discipline, consult your faculty mentor.

Service-Learning Analyses must adhere to the following layout:

- Maximum of 15 pages, including figures, tables, appendices, and references
- Submitted via e-mail in a MS Word (.doc) file
- Margins set to one inch (1”) on all sides
- 12-point, Times New Roman, double-spaced font
- All pages are numbered
- Remove all references to authors, faculty mentors, and departmental colleagues within the text, page numbers, and document properties (Within the MS Word document, go to “File” and “Properties.” Delete any information under the “Summary” tab that might identify the author.).

- Include any images, audio files, or video files that appear in the paper in the highest resolution possible as separate e-mail attachments. This includes all figures, tables, graphs, formulas, etc. If necessary, submit these separately on CD or DVD. XULAneXUS staff will re-format multimedia files for online publication. Multimedia components should also be pasted into the paper itself to indicate where they should appear. Follow the formatting instructions for image, audio,
Service-Learning Analyses must include the following sections:
• Title Page with: author’s name, academic major and department; title of paper; faculty mentor’s name and academic department; key terms (up to seven alphabetized words or short phrases that are most descriptive of your research – all key terms must be used and explained in your paper).
• Abstract, 200-250 words in length. Include all of the following that is relevant to your submission: brief description of the scholarly assignment or task; context or site of research; problem to be investigated or issue explored; purpose of the scholarly exercise; research methods; major results and interpretation of results; implications of the scholarly assignment.
• Introduction. Follow your discipline’s format for introductions. Typically, these provide background information on your topic, define terms that may be unfamiliar to readers outside your discipline, describe the scholarly assignment or task in relation to a larger area of study, provide the purpose of the scholarly exercise, and/or preview the scholarly note.
• Acknowledgements. Brief section that thanks the people and/or organizations that supported, advised, or funded your research assignment or exercise.
• References or Works Cited: follow your selected documentation format.

Submission Checklist
☐ I have read and followed all the “Format Instructions” for the appropriate section for my submission (“Research Manuscripts,” “Creative Scholarship,” or “Scholarly Notes”). My submission is formatted correctly.

☐ My faculty mentor has carefully reviewed my submission, and I have asked my mentor to suggest improvements. I have made all revisions prior to submitting.

☐ I have removed all references to my faculty mentor, my departmental colleagues, or myself from the submission text.

☐ I have explained any technical terms that are unique to my discipline or research topic.

☐ I have included a title page, acknowledgements, abstract, and references or works cited pages.

☐ If applicable, I have verified that the sources listed in the References or Works Cited pages correspond to the in-text citations.

☐ If applicable, I have prepared attachments of image, audio, or video files in the format specified in the “Format Instructions,” including files for all
figures, tables, graphs, formulas, etc.

☐ I have spell-checked and read my submission thoroughly.