

BREAKTHROUGH BIBLE

Your friendly guide to Tufts' undergraduate research journal

POSITIONS AND RESPONSIBILITIES

Writing Team:

- **Web Acquisitions Manager:**
 - Responsible for everything blog-related
 - Makes sure that the blog stays up and running
 - Edits content that will be on the blog.
- **Print Acquisitions Manager:**
 - Comes up with ideas for articles
 - Makes sure anyone who wants to write an article has an idea/knows how to get information for the article if they need help
 - Make sure the magazine is 50/50 Tufts/World material
- **Writer:**
 - One feature or one article and a blurb per semester (total 800-1000 words)
 - Meet semester deadline

Editing Team:

- **Editor in Chief(s):**
 - Manage publication and meetings from start to finish
 - Involves making sure all other members are doing their jobs (following up with emails, organizing meetings, making sure we are on time, communicating with publisher, recruiting members, organizing events, doing everything else that other people don't do)
 - Serve as primary signatory(s) for TCU funding and budgeting
 - Manages e-list and room reservations
- **Copy Editor:**
 - Once all articles are in, this person coordinates sending articles to 2 different editors (and back to the writer to make corrections in between)
 - Involves checking the email account often during editing time to keep articles moving
 - Makes sure associate editors and writers keep up with writing/editing deadlines
 - Performs final edits for print edition of magazine.
- **Editor:**
 - Edit 1 feature, 2 articles, and 1 blurb per semester (if writer/editor, this can be cut down to accommodate)
 - Timely return of edits (within 3 days) to meet semester deadline
 - Be on call potentially for final edits

Layout Team:

- **Layout Director:**
 - Organizes layout and people who want to do layout
 - Very busy at the end of the semester
 - Involves teaching others how to layout so you can have some help.
- **Layout Designers:**
 - Come to layout meetings in Eaton
 - Layout 3 pages in magazine??
 - Layout Masthead
 - Be willing to learn InDesign and work independently if needed
- **Photographer:**
 - Takes or makes pictures for articles
 - Work around schedule of professors to take pictures of laboratories
- **Illustrator (Science Illustrator)**
 - Work with an author on creating one to two illustrations for their articles.
 - Will need to read the article and consult the author.
 - Can be mentored in using Adobe Illustrator by the Layout director.
 - Be willing to learn basic post-processing in Adobe Photoshop involved in making their illustration ready to print and layout.
 - Responsibilities may overlap with graphic designer's responsibilities.
 - Busier near the middle of the semester after the writers have finished their articles, but before layout has started.
- **Graphic Designer**
 - Works closely with Layout Director and Layout Designers in designing and refining graphics for the cover, masthead and inside the issue.
 - Decides fonts, kerning and spacing.
 - Post-processing on Illustrations.
 - Responsibilities may overlap with the Illustrator.
 - Be willing to use vector programs like Adobe Illustrator.

PR/Business:

- **Treasurer:**
 - Requires that you go to treasury meetings and works with Editor-in-Chief on budget/knowning how much we can spend on various things
 - Reimburse people who buy things for the group
 - Actually deal with paying publication company / establishing a payment structure for the batch of magazines per semester
 - Not a huge time commitment but requires a reliable person
- **Public Relations Chair:**
 - Deals with organizing events and demonstrations (such as cannon painting or distribution)
 - Manages facebook/twitter accounts
 - Is responsible for flyers, assigning flyer distribution and organizing tabling at publicity events.

- Willing to recruit freshmen on Facebook.

FEATURES, ARTICLES, BLURBS

We will aim for 4 features, 5 articles, and 5 blurbs for the final magazine each semester

Features:

- Based on Tufts research by students or faculty (including summer or study abroad stuff)
- Involves reading recent scientific publications for background
- Usually involves informally interviewing your research subject (~30 minutes)
- 800-1000 words (2 pages in magazine)
- Ideally with good pictures of lab work, etc.

Articles:

- Can be on anything in any writing style/format but ideally still Tufts/Boston related
- 600-750 words (1 – 1½ pages in magazine)

Blurbs:

- Can be about whatever you want
- 150-250 words (½ page)

DEADLINE:

The deadline for initial drafts is
The deadline for final edits is
Expected release of the magazine is

Interview Questions:

What made you interested in this topic? What excites you about the research you are doing?

How do you go about investigating your interests? How do you choose which theories to apply/experiments to start with?

Along the same lines, what do you think makes someone a good researcher?

/*Insert q's about specific research here*/

What do you find is the most challenging aspect of the research you are doing?

What kinds of other research could your work affect?

What are you going to be investigating next?

Formatting:

- Cite sources with a number in parenthesis (1) in text and with citations in the format that **PLOS one** uses at the end of the article.
- Footnotes do not translate well to InDesign, our editing software.
- **PLOS one** format for references is as follows:
 - **Published papers.** Hou WR, Hou YL, Wu GF, Song Y, Su XL, et al. (2011) cDNA, genomic sequence cloning and overexpression of ribosomal protein gene L9 (rpL9) of the giant panda (*Ailuropoda melanoleuca*). Genet Mol Res 10: 1576-1588.
Note: Use of a DOI number for the full-text article is acceptable as an alternative to or in addition to traditional volume and page numbers.
 - **Accepted, unpublished papers.** Same as above, but “In press” appears instead of the page numbers.
 - **Electronic journal articles.** Huynen MMTE, Martens P, Hilderlink HBM (2005) The health impacts of globalisation: a conceptual framework. Global Health 1: 14. Available: <http://www.globalizationandhealth.com/content/1/1/14>. Accessed 25 January 2012.
 - **Books.** Bates B (1992) Bargaining for life: A social history of tuberculosis. Philadelphia: University of Pennsylvania Press. 435 p.
 - **Book chapters** Hansen B (1991) New York City epidemics and history for the public. In: Harden VA, Risse GB, editors. AIDS and the historian. Bethesda: National Institutes of Health. pp. 21-28.