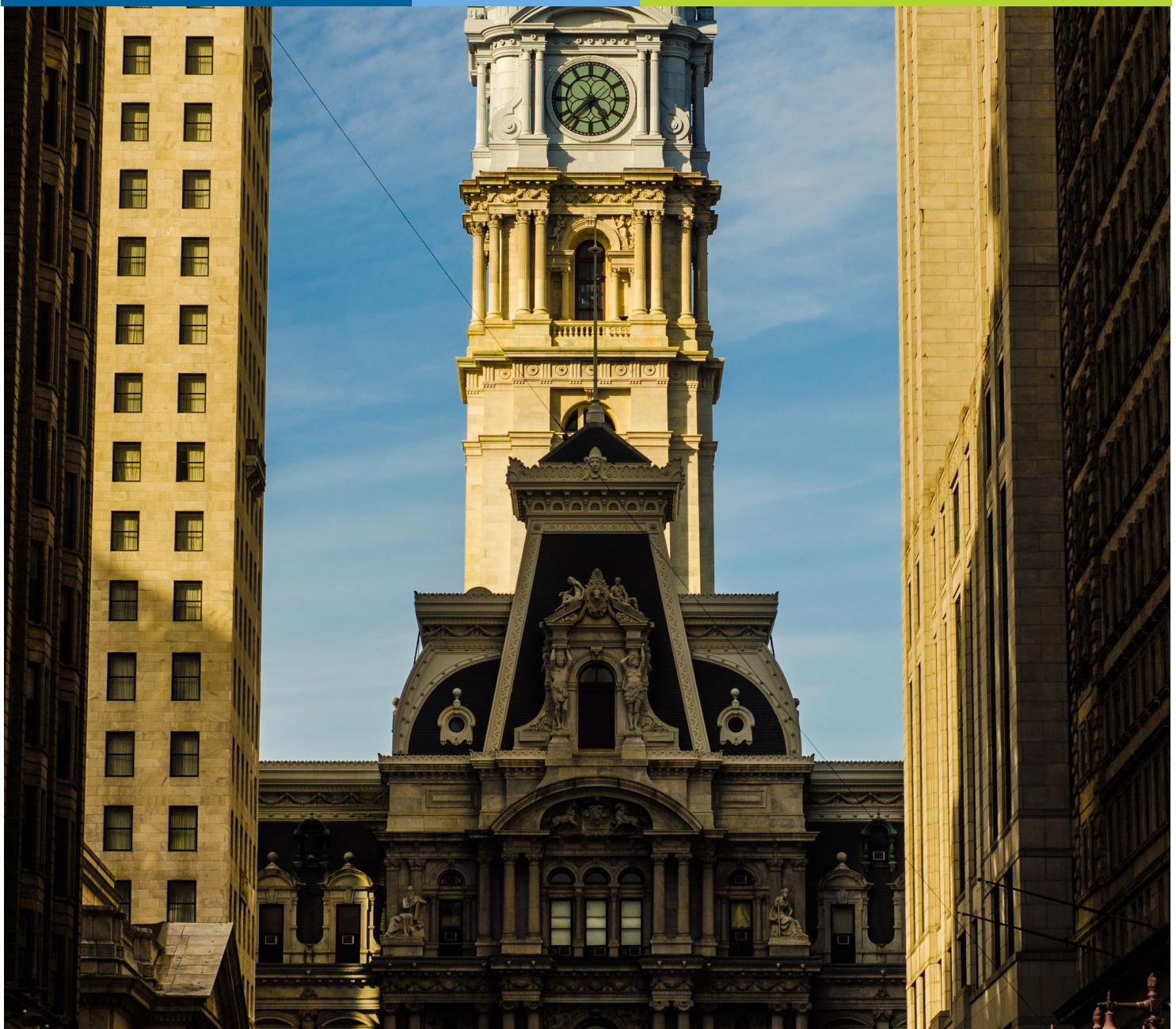


# Submission Guidelines

The Dragon:  
Drexel's Undergraduate Research  
Journal





# About the Dragon

The Dragon's mission is to serve as a venue for the exchange of research and ideas of Drexel students, encourage students to gain experience outside the classroom through research, and to introduce students to the scholarly publication and review process.

The Dragon, Drexel's Undergraduate Research Journal, is a student-produced journal that showcases outstanding research done by Drexel undergraduates from across all academic fields. As the only peer-reviewed journal of undergraduate research at Drexel, the Dragon introduces students to the scholarly publication and review process. The Dragon also serves as a venue for the sharing of knowledge at Drexel, allowing students an opportunity to communicate with other undergraduates with an interest in research so that they may develop the skills related to the production of knowledge and gain a greater understanding of the world outside of their fields of study.

The Dragon is a publication of the Drexel Undergraduate Research Council (DURC) a student organization whose mission is to increase undergraduate involvement in research and increase undergraduate access to research opportunities at Drexel University. Undergraduate research provides many benefits to faculty, staff, students, and society at large, and

DURC endeavors to increase the impact that undergraduate research has at Drexel. The Dragon is an integral component to achieving this goal.

The Dragon is an online, annual publication of research performed by Drexel undergraduate students.

## The Review Process

Submissions are reviewed in a two-step process. Upon receiving a submission, manuscripts are first reviewed by the editors of the Dragon, who evaluate it in terms of 1) if the author followed the standards of submissions laid out below, and 2) if the manuscript is of sufficient quality to go on to the next stage of the review process. The second stage of the review process is review by 2-3 peer reviewers (who may be undergraduates, graduate students, post-docs, faculty, or some combination thereof) that are familiar with the field of study. Based on the

recommendation of the peer reviewers, papers may be either rejected, accepted, or accepted with revisions. If a submission is rejected, it will not be considered for publication for the current issue of the Dragon. If a submission is accepted, it will be published in the upcoming edition of the Dragon. If a submission is accepted with revisions, the submission will be sent back to the author(s) to address the reviewers' comments and requested changes. Once those revisions are made to the satisfaction of the reviewers, the article will be published.

## Eligibility

Submissions must meet the following criteria:

Only current Drexel undergraduates who conducted research at Drexel or elsewhere may submit manuscripts to the Dragon.

Primary authors must be Drexel undergraduate students.

The primary author must be willing to work with the Dragon editors in revising the submission if it is considered for publication.

The submitted manuscript must concern original research.

The submitted manuscript must be written in English.

The author(s) must consent to publication if their manuscript is selected for publication.

## Submission Procedures

Please email the following documents to  
[submissions.thedragon@gmail.com](mailto:submissions.thedragon@gmail.com)

In the subject line, please indicate the subject area of the submission, the last name of the primary author, and the running head (explained in the Style and Citation Requirements) of the manuscript. So, if John Doe submits a manuscript detailing a psychological study titled, "The Many Faces of Homer Simpson," with the running head "FACES OF HOMER SIMPSON," the subject line of the submission email would read:

"Psychology, Doe, FACES OF HOMER SIMPSON"

- The Manuscript, saved as .docx or .doc
  - Manuscript files should be named using the following convention:

PrimaryAuthorSurname\_Running\_Head.doc

Using the above example, John Doe's manuscript file would be named:

Doe\_FACES\_OF\_HOMER\_SIMPSON.doc

- Author Agreement Form
- Figure Release Form (if the manuscript includes figures, graphs, tables, charts, images or other visual media that

are not the author(s)'s own intellectual property

- **High quality** JPEG images of all figures individually attached (in addition to being in the applicable sections of the manuscript).

- All figures should be named using the following convention:

PrimaryAuthorSurname\_fig#.extension

So, for John Doe to submit his first figure, which is a JPEG, the file would be named:

Doe\_fig1.JPG

- Any tables referenced in the manuscript should be attached as excel documents (in addition to being in the applicable section of the manuscript). File names should follow similar naming conventions for figures.

## General Submission Guidelines

Submissions should follow the requirements of style and citation outlines in the next section. Beyond those requirements, authors are free to make stylistic choices that fall within the norms for publications in that field (e.g. some disciplines employ the active voice while some use the passive voice in professional writing). If an author has any questions regarding these conventions, please email us at [submissions.thedragon@gmail.com](mailto:submissions.thedragon@gmail.com)

Submissions should be between 1500 and 2000 words and be accompanied by a 150- to 200-word abstract. When writing a manuscript for the Dragon, it is important to consider that the audience is the general student body at Drexel, so writing should be understandable by those outside of the specific field of study.

## Other Rules

Authors are welcome to submit multiple submissions (maximum of three) each submission cycle. No more than one article per primary author will be published in a particular issue.

Work published in the Dragon may be published elsewhere. However, please be conscious of other journals' policies regarding exclusivity rights. The Dragon simply maintains the non-exclusive right to reproduce published articles. Please keep the Dragon informed as to where your paper has been or may be published.

# Style and Citation Requirements

The Dragon uses the conventions of APA style. All submissions should be written using APA formatting. A brief outline is below. Further resources are also listed.

## Organization

Manuscripts should include a title page, an abstract, followed by the main body of the manuscript, a reference section, and a tables and figures section (if applicable).

The **title page** includes 5 elements: title, running head, author byline, departmental affiliation, and author note. The title page is page 1. The subsequent pages should be numbered consecutively in the upper right hand corner. The running head is an abbreviated (50 character) title that appears on the top left of every page in ALL CAPS. The author note should include any special circumstances that the reader should know about, acknowledgments (e.g. funding or helpful colleagues), and a person to contact (with a contact email) regarding this research.

The title should be centered and in the upper half of the page. The names of authors should be centered, directly below the title.

Department affiliations should appear directly below the author byline. The author note should appear below the department affiliation, justified to the left hand margin.

The **abstract** should be a 150 – 200 word, non-technical summary of the paper. This appears on page 2. Abstracts should be accurate, nonevaluative, coherent and readable, and concise.

The **main body** of the manuscript starts on page 3 and should include an introduction, methods and materials section, results and analyses section, and a discussion section. The main body may be broken down further, depending on the conventions of the field of research of the manuscript. Sections of the main body **do not** need to be started on separate pages.

The **reference** section starts on a new page directly after the main body. Centered at the top of the page should be the word “References.”

If an author employs tables or figures in a manuscript, a **tables and figures** section should appear after the reference section, on a new page. This is where all tables and figures should be placed in the manuscript. They should not appear anywhere else in the manuscript.

## Formatting

All manuscripts should be submitted as Microsoft Word documents (.doc or .docx), written in double spaced, 12pt, Times New Roman font, with 1" margins.

## Figures and Tables

When deciding to include visual media it is import to ask three questions:

1. Does the visual add substantially to understanding of the paper? If it doesn't or it duplicates some other information presented in the paper, it shouldn't be included.
2. Is the visual medium you are considering the best way to present the information? For example, some instances, such as presenting some quantitative data, may be better represented with the precision of a table than with a graph.
3. Can the visual be produced in a way which captures the essential informative features of it without visually distracting detail?

When referring to visual media in the text, always refer to the number assigned to that visual (e.g. “as shown in Table 8”). Never refer to a visual by writing, “the table above” or “the table on page 32,” as the location of visuals is only determined once pages are typeset. You can refer to visuals in text (see the example earlier in this paragraph) or parenthetically (e.g. “the participants sat opposite the experimenter (see Figure 1).”). All figures should be referred to in the text.

### Figures: Graphs, Charts, Images, or Other Visual Media

Figures should be labeled at the top left with the figure number, directly followed by a concise, descriptive title of the figure. Below this should be the figure itself. Below that should be a caption with the figure number, followed by a brief description of the figure. This

description should have enough information so that the reader can understand it without having to refer to the text to decipher it.

A good figure:

- Augments the text (as opposed to duplicates it)
- Conveys essential facts
- Omits visually distracting detail
- Is easy and large enough to read
- Is easy to understand

## Tables

Tables should be compact representations of data, used to supply the reader with the data needed to understand the discussion and to understand the statistics employed by the author. Tables should be additive to the text, not duplicative. If information appears in a table, the author need only direct the reader to that table when discussing those pieces of information.

Tables should be labeled at the top with the table number. Below that should be the name of the table. Below that should be the table body. Below that should be any notes that are needed to clarify the table.

## Writing Style

The appropriate style of submissions will vary depending on the field of research. However, all manuscripts are expected to resemble the professional style of typical articles published in professional journals. When preparing articles and abstracts for submission, please keep in mind that the audience is the general undergraduate body at Drexel. When using specialized terminology or referring to pre-existing theories and literature, please be sure to provide adequate background information.

### Some Specific Stylistic Rules and Examples:

- Number style differs between regular text and scientific/math information. For writing generally in the article, spell out numbers 1-9, use numerical thereafter. Always spell out a number that begins a sentence.
- Always use numerical for all measurements, years, ages, dates, and percentage
- Use the series comma with three or more items in a list.  
Ex. Kurt Vonnegut, Isaac Asimov, and Douglas Adams are my favorite authors.

## Citations

Citations should be parenthetical (Surname, Year) and embedded within the main text. Citations may also be presented as “Author (Year)” (e.g. “Simpson’s (2008) donut experiment provided evidence that...”

## References

References should be formatted as follows:

Author(s) (Year). Title. *Journal/ Book*. Volume (Issue), Page numbers. Example: Lopatto, D. (2004). Survey of undergraduate research experiences (SURE): first findings. *Cell Biology Education*, 3(4), 270-277.

Author(s)'s names should be listed as the surname followed by the first and middle initials of the author (e.g. Homer Jay Simpson would be written in a reference as “Simpson, H. J. ”)

## For More Information

The Online Writing Lab at Purdue University is a great resource for all things APA style. The website has information on citing nearly any type of reference imaginable. Additionally, it has sample papers, tables, figures, and charts to make understanding APA easy. It can be accessed at <https://owl.english.purdue.edu/owl/resource/560/01/>

A sample APA paper can be found at [https://owl.english.purdue.edu/media/pdf/20090212013008\\_560.pdf](https://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf)

If you have any questions about citations, please email us at [submissions.thedragon@gmail.com](mailto:submissions.thedragon@gmail.com)

Much of the language used in this guide was adopted from Publication Manual of the APA (2012), referenced below

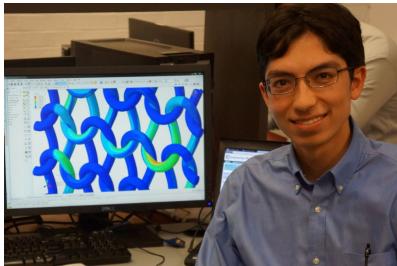
American Psychological Association (2012). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, D.C.: American Psychological Association

# Key Staff



## **Editor in Chief, President of the Drexel Undergraduate Research Council: Christopher Friedman**

Chris is a senior psychology major with minors in philosophy and bioscience and society. His research interests include cognition, creativity, neuroscience, and the role that technology plays in our everyday lives. He is currently a member of the Nezu Stress and Coping Research Laboratory and the Kounios Creativity Research Laboratory.



## **Section Editor for Natural Sciences and Engineering: Daniel Christe**

Daniel is a fourth-year B.S./M.S. student in Materials Science & Engineering and Mechanical Engineering & Mechanics, respectively. He is interested in integrating multiscale experiments and simulations to accelerate design of new engineering materials, as part of the Theoretical & Applied Mechanics Group hosted in the Mechanical Engineering Department.



## **Section Editor for Humanities and Social Sciences: Haley Simon**

Haley is a Junior Psychology major. She is currently serving as a research assistant in Dr. Goldstein's lab. Her research interests include parent-child relationships and their influence on later relationships (romantic and platonic), as well as youth deviance, mental illness, drug addiction and child developmental psychology.



## **Publication Head**



## **Outreach Coordinator: Kelan McKibben**

Kelan is a senior Psychology major. He is a research assistant in the DeMatteo research lab and is interested in Law and Psychology.

# Drexel Undergraduate Research Council



## Vice President: Linnette Figeroa

Linnette is a junior studying chemical engineering. Her research interests includes electrochemical energy storage systems, renewable energy, and flow capacitors.



## Secretary: Jenna Damico

Jenna is Pre-Junior Psychology major. She is greatly interested in research concerning forms of Psychotherapy and Cognitive Behavioral Therapy and hopes to work with those suffering from Mental Disorders.



## Treasurer: Sarah Nafzger

Sarah is a senior majoring in Interactive Digital Media. She wants to pursue a career in user experience and user interface design and is also interested in designing apps for new technologies using HTML, CSS, and JavaScript.



## Events Coordinator: Erin Sue Giles

Sue is a pre-junior psychology student and a research assistant for Dr. Naomi Goldstein's research lab. She is interested in research involving human behavior, criminology, and the legal system.



## Drexel Undergraduate Research Council

DrexelURC@gmail.com

[facebook.com/Drexelurc](https://www.facebook.com/Drexelurc)

