

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 (Melissa Pilgrim; mpilgrim@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_2017_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.* There should be a one: one correspondence between citations in the text and the sources listed in the references section.

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. Each reference number cited in the text should be enclosed in square brackets, and inclusive lists should use a hyphen to indicate a range, even for two consecutive numbers. (EXAMPLE: [1], [3]-[4], [7]-[9] NOT [1], [3], [4], [7], [8], [9] OR [1, 3, 4, 7, 8, 9]) There is no need to use the term "reference" when citing a reference in text. EXAMPLE: In [23]. **Sample references are listed below, PLEASE FOLLOW THESE STYLES 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.

Sample References Section Citation Formats:

Article in a Journal

[1] W.E. Stephens, H. Samueli, and G. Cherubini, "Copper wire access technologies for high performance networks," IEEE. J. Select. Areas Commun., vol. 13, no. 9, Dec. 1995, pp. 1537–1539.

Article in Published Conference Proceedings

[2] M.R. Gibbard, A.B. Sesay, and L. Strawczynski, "Asymmetric equalization structure for broadband indoor wireless data communications," in Proc. 6th Int. Conf. Wireless Communications, vol. 2, Calgary, Alta., July 11–13, 1994, pp. 521–535.

Paper Presented at a Conference (Unpublished)

[3] K. Iba, H. Suzuli, M. Egawa, and T. Watanabe, "Calculation of the critical loading condition with nose curve using homotopy continuation method," presented at IEEE/PES 1990 Summer Meeting, Minneapolis, Minn., July 15–19, 1990.

Technical Report

[4] J.E. Roy, W.R. Lauber, and J.M. Bertrand, "Measurements of the electromagnetic far-fields produced by a portable transmitter (principal planes)," Electromagnetics and Compatibility Group, Communications Research Centre, Ottawa, Ont., Report No. CRC-RP-98-002, Feb. 1998.

Published Report by a Committee or Body

[5] ISO/IEC JTC1/SC29/WG1, JPEG Part I Final Committee Draft, version 1, Document N1646R, Mar. 16, 2000.

Unpublished Dissertation or Thesis

[6] R.F. Gauthier, "Multiple-antenna data transmission over fading channels," M.Eng. thesis, Dept. of Electrical and Computer Engineering, University of Ottawa, Ottawa, Ont., 1998.

Published Dissertation or Thesis

[7] L. Tan, Theory and Techniques for Lossless Waveform Data Compression, Ph.D. dissertation, Dept. of Electrical Engineering, University of New Mexico, Albuquerque, N.M., May 1992.

Chapter or Section of a Book

[8] Fred Garner, "Beginning at the beginning," chap. 1 in Digital Computer Arithmetic, 2nd ed., Upper Saddle River, N.J.: Prentice-Hall, 1993.

Book

[9] Fred Garner, Digital Computer Arithmetic, 2nd ed., Upper Saddle River, N.J.: Prentice-Hall, 1993, pp. 79–82.

Multivolume Work or Part of Multivolume Work

[10] R.V. Pao and Kenneth Christy, eds., Synthesis of Passive Networks, 2 vols., Toronto: University of Toronto Press, 1968.

[11] John Venekov, Passive Networks, vol. 1 of Synthesis of Passive Networks, ed. R.V. Pao and Kenneth Christy, Toronto: University of Toronto Press, 1968.

[12] John Venekov, "Some introductory comments," chap. 1 in Passive Networks, vol. 1 of Synthesis of Passive Networks, ed. R.V. Pao and Kenneth Christy, Toronto: University of Toronto Press, 1968, pp. 213–223.

Standard

[13] ANSI/IEEE Std 944-1986, IEEE Recommended Practice for the Application and Testing of Uninterruptible Power Supplies for Power Generating Stations.

Patent

[14] L.J. Karr, "Polled data network auto-equalizer system and method," U.S. Patent No. 4969162, Nov. 6, 1990.

Document from a Website

[15] Robert Miner and Jeff Schaefer, "Tutorial: A gentle introduction to MathML" [online], Long Beach, Calif.: Design Science, Inc., Oct. 2001 [cited Jan. 16, 2002], retrieved from World Wide Web: *put website address (url) here*.

Note: The posting date or revision date for many online documents can be found at the bottom of the screen at the end of the document. Where no author is listed for a document, the organization sponsoring the website may be listed as the author.

Article from an Online Journal or Serial Publication

[16] Erica Vonderheid, "Artists create masterpieces with new technology," The Institute [online], vol. 26, no. 1, Jan. 2002 [cited Jan. 16, 2002], retrieved from World Wide Web: *put website address (url) here*.

Computer Program or Software

[17] Adobe Illustrator, ver. 9.0, Adobe Systems Incorporated, San Jose, Calif.