

saltman



QUARTERLY

Undergraduate Research Journal
UCSD Division of Biological Sciences

SUBMISSION GUIDELINES

An overarching goal of *Saltman Quarterly* is to appeal to UCSD students of all majors; consequently, all manuscripts are subject to substantial administrative handling and editorial review. Technical editors first review papers for syntactical and grammatical changes, followed by contextual and scientific critique of the review board and review board managers. In this streamlined process, editors may implement changes so that the text and figures are readable and clear to those outside the field. Authors are welcome to discuss proposed changes with the editors, but *Saltman Quarterly* reserves the right to make the final decision about matters of style and size of figures.

Additionally, the editors reserve the right to, at any time, reject a paper even after it has been accepted, if it becomes evident that there are serious problems with the science or violations of our publication policies and style guidelines.

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- **Eligibility:** Only the original research conducted in part or in whole by a UCSD undergraduate biology major is eligible for submission to *Saltman Quarterly*. Students who have already graduated from the university but still wish to publish their work are invited to submit articles, as long as they pertain to research done during their undergraduate career.

Each manuscript submission must either be an original manuscript or review article. The category of each submission must be indicated on the Author Agreement form, where indicated.

Authors interested in writing a features article must apply for the position during regular application cycles. BISP 196 students will be invited to submit their project abstracts during spring quarter.

- **Authorship:** Each author must have a separate footnote.

All principal investigators (PIs), post-doctoral fellows, graduate students, and any other individuals that assisted in the research must be listed as authors, and their footnote should include the following information, as applicable: “Department, Institution, City, State, Country.”

The footnote of all UCSD students must include the following information: “UCSD, College attended, Major(s), Year of graduation.”

We require the phone number, postal address, and email address of the corresponding author only.

- **Copyright:** Authors are responsible for obtaining permission from PIs or appropriate personnel to publish any figures, illustrations, or data. We cannot publish images downloaded from the internet without appropriate authorization. Submission of a signed “Graphics Permission Statement” and “Author Agreement” form, which may be found online at <http://sqonline.ucsd.edu>, is required for each manuscript submission from at least the manuscript’s first author.

The two abovementioned forms may be emailed to saltman@biology.ucsd.edu.

- **Figures/Tables:** All figures and tables must be accompanied by a caption. The first sentence of each caption describes what the figure or table shows at face value, followed by sentences that contextualize the results.

Lettering should be in Garamond with font size 12. Font and size should be consistent for all figures in the paper.

Figures divided into parts file should be labeled with a lower-case, bold “**a, b, c, etc.**” solely in the manuscript file and not in the figure files. Only the first letter of each label in the caption is capitalized. Units should have a single space between the number and unit, following SI nomenclature. Unusual units or abbreviations should be spelled in full or defined in the legend. Scale bars should be used in place of magnification factors and must be defined in the caption.

All figures and tables must be put in consecutive order at the end of the submission file, separate from the manuscript text.

- **Images/Figures:** In addition to including images at the end of the manuscript’s text file, submit each image as a separate TIFF or EPS (encapsulated postscript) file, preferably from Adobe PhotoShop or Illustrator software.
 - **All images are preferred in CMYK color mode.**
 - **Images should have a MINIMUM resolution of 300 dpi at the desired print size.**
 - **A resolution of 600 dpi or higher is strongly preferred when possible.**
 - **Figures containing graphs are strongly preferred as vector art (EPS).**

While there is no specific limitation to the number of figures than an author may submit, published manuscripts typically have 4-7 figures in print.

Do not scan laser printouts and send them as digital files, as the dot pattern on a laser print creates a moiré pattern when scanned.

Remove panel letters (a, b, c, etc.) that are directly over any figures when sending electronic files of the images. We will replace them with our own font.

Things to keep in mind:

- Avoid using combinations of red and green together.
- Please do not use colors that are close in hue to identify different parts of the same figure.

Figures that do not meet these standards will not print well and may result in rejection or postponing of a manuscript until proper high-resolution images are sent by the author.

- **Citations:** In-text citations must appear as footnotes (superscripts that are included just outside of the period). They must be listed in numerical order, as they appear in the text. In other words, the first reference made should be ¹, the second ², the third ³,...

The full citations must be listed at the end of the text under the “References” heading. Citations for each reference must abide by the following format:

- All authors should be included unless there are more than five, in which case only the first author should be given, followed by “*et al.*”.
- Authors should be listed last name first, followed by a comma and initials of given names and middle names.
- Titles of cited articles should be in normal text, while the title of books should be in italics. Journal names are also italicized and abbreviated (with periods) according to common usage.
- Only the first word of the article title is capitalized, unless referring to a proper noun. The article title ends in a period.
- Volume numbers appear in bold, followed by a comma and the range of pages in the journal in which the article was published. The year of publication follows in parentheses and ends in a period.
- Book citations required the publisher and city of publication (e.g., John Wiley & Sons, Hoboken, NJ, 2003).

An example of a proper citation:

- Kaplan, D.H. *et al.* Demonstration of an interferon γ -dependent tumor surveillance system in immunocompetent mice. *Proc. Natl. Acad. Sci. USA* **95**, 7556-7561 (1998).

For proper citation of other reference types, authors should adhere to the Turabian citation style.

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

- **Text:** The hypothesis statement must be put in bold font. This stipulation is simply to assure that the author abides by the scientific method and to facilitate the review board's critique of the manuscript. Papers that are accepted for publication will have the bold font removed after review.

Numbers less than 1 must be reported in decimal format with "0" preceding the decimal point. Thus, "1/2" should be reported as "0.5."

Acknowledgements must disclose the primary funding sources for the project.

Each submission must include the sections below in the same order and be set off with the same heading:

- Abstract
 - Introduction
 - Materials and Methods
 - Results
 - Discussion
 - Conclusion
 - Acknowledgements
 - References
- **File Name Conventions:** Files should be named starting with the author's last name in all caps followed by an underscore, then content label.
Examples:
 - LASTNAME_manuscript.doc
 - LASTNAME_fig1.tiff
 - LASTNAME_fig2.eps
 - LASTNAME_fig3.psd

The following is a checklist solely for the author's convenience to ensure that all necessary components of manuscript submission have been properly completed.

- Sign and submit Author Agreement form
- Sign and submit Graphics Permission Statement
- Send manuscript (text + embedded figures) to saltman@biology.ucsd.edu
- Send each figure as a separate TIFF or EPS file to saltman@biology.ucsd.edu

For further inquiries into the submission guidelines of *Saltman Quarterly* or to resolve any questions not addressed here, please send an email to saltman@biology.ucsd.edu with "SUBMISSION GUIDELINES INQUIRY" as the title.