

AUTHOR SUBMISSION GUIDELINES

Journal Purpose

Scholarship and Practice of Undergraduate Research (SPUR) serves as the leading international, cross-disciplinary, scholarly destination for those committed to effective, inclusive, and diverse experiences in mentored undergraduate research, scholarship, and creative inquiry. *SPUR* advances knowledge and understanding of novel and effective approaches to mentored undergraduate research, scholarship, and creative inquiry by publishing high-quality, rigorously peer-reviewed studies written by scholars and practitioners of undergraduate research, scholarship, and creative inquiry.

Journal Audience

The audience encompasses the many individuals interested in quality undergraduate-level education and professional preparation such as postsecondary administrators, faculty, staff, researchers, and student mentors both on and off campus, as well as industry professionals—all those involved in the scholarship and practice of undergraduate research around the world.

Journal Policies

Journal-specific policies are available on the [SPUR website](#).

The [SPUR Authorship Policy](#) provides details of what constitutes authorship. The corresponding author assumes primary responsibility for managing all of the correspondence between coauthors and *SPUR* and responding to all inquiries from manuscript submission to publication.

The journal adheres to strict publication ethical guidelines detailed in the [SPUR Publication Ethics and Publication Malpractice Statement](#). In brief:

- **Prior Publication Policy:** All submitted work should be original and should not have been published anywhere else in part or in whole unless the work represents a significant development of a previously published study. The following do not constitute prior publication: abstract for a conference presentation, blog post, poster, thesis, or dissertation. The authors are responsible for ensuring that their work has been submitted for exclusive consideration of publication in *SPUR*.
- **Plagiarism:** Plagiarism is defined by the HHS Office of Research Integrity as “both the theft or misappropriation of intellectual property and the substantial unattributed textual copying of another’s work”; it may encompass copying text, images, or data without proper attribution; manipulating digital images; or reusing text from prior publications. Plagiarism is considered a violation of academic integrity and is unacceptable. Providing statements that are fraudulent or known to be inaccurate is deemed to be unethical behavior and is unacceptable. Authors may choose to review their manuscripts using Grammarly (free), Quetext, or another plagiarism-detection software before submission.
- **Conflict of Interest (COI):** At submission, the authors must disclose any conflict of interest (a personal or professional situation that could affect the perception of the results presented in the manuscript). Please review the [SPUR Publication Ethics and Publication Malpractice Statement](#) for additional information on what constitutes a COI.

- **Permissions:** Authors are responsible for seeking appropriate permission to reproduce figures, tables, and images from sources other than *SPUR*. Request permission to reproduce the item from the original publisher and upload the permission granting document as a “Related Manuscript File” at initial submission.

For human subjects research or research using animal models, authors must submit evidence of Institutional or Ethical Review Board and/or animal care committee approval (uploaded as an “Institutional or Ethical Review Board letter” file type) or explain why such approval does not apply to their work. Wherever conducted, studies should abide by their institutional and national policies for ethical and responsible conduct of research on human subjects, including education research, and cite these policies in the manuscript. In addition to submitting the evidence requested, authors must include an explicit statement within the manuscript (see “Required Statements” section below) noting their work has received either the approval or exemption by the relevant board.

- **Data:** Key data, critical questions used in scripts, and instruments must appear in the body, figures, and tables of the manuscript so that the readers and reviewers of manuscripts can adequately evaluate the quality of the work performed. Authors must deposit pertinent data and information not included in the body of the manuscript in a digital repository. *SPUR* encourages authors to select a repository that issues a persistent unique identifier, such as a DOI or an accession number. Include identifiers in the text and in a citation (details below) to facilitate the discoverability and citation of deposited data. To find an appropriate repository for their data, authors may refer to [re3data.org](#) and [FAIRsharing.org](#) for information on available repositories, their certification status, and services offered.

Authors must also disclose (in a **Data Availability Statement**) where the data, critical questions used in scripts, and instruments associated with this manuscript are available. Authors are expected to comply with the requirements on data sharing of their funding agencies. Authors are expected to make their raw data available to interested readers and researchers who wish to replicate or analyze the data in new ways.

- **Copyright:** Authors are required to complete a copyright form at manuscript acceptance. Author(s) hereby assign(s) to CUR, effective upon acceptance of the Manuscript by CUR, all right, title and interest in and to any and all copyrights in the Manuscript, including the rights to reproduce, publish, prepare derivative works, make and distribute copies, perform (when applicable), and display, the Manuscript, and the right to register the copyright and secure any renewals and extensions thereof, in any country, in any language and in any medium now known or developed in the future. Authors shall have a nonexclusive, royalty-free, perpetual license to reproduce, prepare derivative works, make and distribute copies, perform (when applicable), and display the manuscript, but only for the authors’ personal, noncommercial use. Authors shall have the right to deposit the published version of the manuscript in the institutional repository (defined as an online archive that collects, preserves, and disseminates digital copies of the research output of an educational institution) of the author’s institution to fulfill institutional requirements.

- **Post Publication Policies:** CUR follows guidance from the Committee on Publication Ethics (COPE) when considering any ethical concerns regarding a published article, retractions, or expressions of concern.

Editorial Practices

All submitted manuscript articles are initially reviewed for compliance with the *SPUR* manuscript guidelines detailed below. Manuscripts that do not conform will be returned to the author. The Editor-in-Chief will review the manuscript to ensure that its contents align with the aim and scope of *SPUR* and assign the manuscript to an associate editor who is responsible for shepherding submissions through the review process. Each manuscript is assigned to a minimum of two reviewers for completion of first reviews within one month. Based on the reviews, the associate editor will make a recommendation to the Editor-in-Chief regarding the disposition of the manuscript, as follows:

- Accept with minor revision – recommended changes will not require further external review; however, the authors must make the requested revisions before publication.
- Major revision – based on the reviews, significant changes in the manuscript are required that will necessitate another review of the revised manuscript.
- Reject – there are flaws in the study that preclude publication.

Final editorial judgment regarding the publication of manuscripts rests with the Editor-in-Chief. Questions or concerns about editorial policies and decisions should be addressed to the editors.

Content Types

Authors are encouraged to discuss their submission with Editor-in-Chief Patricia Ann Mabrouk (p.mabrouk@northeastern.edu) to ensure the relevance of content and scope. Articles (Practices, Assessments, and International Perspectives) that are within the scope of *SPUR* may be submitted for review at any time.

• Invited Themed Content

Issue themes are announced through a call for prospectus (CFP) process approximately one year before the intended publication date. Articles and Vignettes (shorter text-based pieces) are invited for submission and peer review by a specified deadline. Unsolicited Vignettes will not be considered for publication.

• Invited Book Reviews

Book reviews, invited by the book reviews editor, are published monthly on books published in the preceding 12 months. These reviews summarize the primary motivation of the author or authors, the book's intended audience, and the book's central argument. A publishable review is expected to identify and discuss the strengths and weaknesses of the publication. Any critique should be balanced and directed at the author's or authors' work.

Checklist for Submission

Before submission, check that your biographical sketch and manuscript files adheres to the journal's style detailed below.

Journal Style

- Follow the *Chicago Manual of Style*. A modified Chicago style is used for author-date text citations and references. Headline-style capitalization is used for titles.

Journal Language

- English: American English.
- Capitalization: The journal has adopted capitalization of White, Black, and Indigenous in demographic contexts.
- Bias-free language: For freshman, sophomore, junior, and senior the journal prefers to use gender-neutral terms.
 - freshman = first-year student, first-year undergraduate
 - sophomore = second-year student, second-year undergraduate

- junior = third-year student, third-year undergraduate
- senior = fourth-year student, fourth-year undergraduate
- Third-person narration: The journal uses a third-person style.
 - avoid use of pronouns such as *I*, *we*, and *our*.
 - Avoid use of *he/she*. Use a workaround such as changing from singular to plural so that they can be used instead.

Biographical Sketch Specifications

Biographical sketches are uploaded as a separate file from the manuscript files. They are only required for certain manuscripts and are published after the reference section of full articles.

- Format: One Word document (separate from manuscript file) with all biographical sketches listed in order of author listing, uploaded as "Author biosketch file" at submission if prompted to do so.
- Length: 75 words maximum per author
- No professional titles such as "Dr." or "professor"; surname used on second reference
- ORCID ID cannot be included at this time

Article Type Specification

- **Prospectus**
 - Length: 300–500 words
 - Format: Word (no PDFs), uploaded as Article File
 - **Article (Practices, Assessments, International Perspectives)**
 - Length: 2000–3500 words (excluding references)
 - Format: Word (no PDFs)
 - Times New Roman, 12-point, double-spaced, 1-inch margins, with 1 space after periods
 - Do not include footnotes or endnotes (instead, incorporate into the text; use author-date text citations.)
 - General organization
 - Abstract, Introduction, Methods, Results, Discussion, Conclusion, Data Availability Statement, IRB Statement, COI Statement, Acknowledgments, References
 - Include line numbering to facilitate reference for reviewer comments
 - Title: maximum of 10 words in length
 - Authors' contact information
 - Full name and institution for each author
 - Corresponding author: provide institutional title, postal address, and email address
 - The journal will NOT make changes to the byline after acceptance of the manuscript
 - Abstract required: maximum of 125 words
 - Keywords: maximum of 6
 - Text: Authors should present an accurate account of the work conducted, objectively discuss its significance, and provide adequate detail and references so that others are able to reproduce the work
 - Tables and figures: present in the manuscript file, correctly labeled, and called out in the text
 - Maximum of 8 tables and figures (total)
 - Figures should be original artwork explicitly prepared for the manuscript being submitted
 - Tables must be in Word format (not images)
 - Tables and figures must have captions
 - If a figure or table is reproduced or adapted from a source other than *SPUR*, caption must include a statement indicating it is reproduced or adapted. Include the specific language required by the permission granter (e.g., publisher) and upload the publisher's permission granting letter as "Related Manuscript File"
- Tables and figures must be cited in the text
- Figures and tables should be embedded in the text at the point of relevance

- Separate higher resolution figures can be supplied at revision, if necessary. Accepted figure formats: TIFF, GIF, JPG, PDF, Postscript, EPS.
- o Data in manuscript
 - Data mentioned in the text must be consistent with that in tables and figures (e.g., Do sample sizes match? Have you explained why they don't match? Do percentages add to 100%? If not, why not?)
 - When citing or making claims based on data, authors should refer to the data at the relevant place in the manuscript text (and if available with dataset identifier). In addition, authors must provide a formal citation in the reference list using the appropriate style.
- o Required statements, to follow Conclusion
 - Data Availability Statement: Disclose where the data, critical questions used in scripts, and instruments associated with this manuscript are available, and under what conditions this supplementary information can be accessed; select from the options below and include the relevant details to complete the statement:
 - (if available in the article itself) The data, critical questions used in scripts, and instruments underlying this study are available within the text.
 - (if openly available in a public repository) The data, critical questions used in scripts, and instruments underlying this study are openly available in [Repository Name] at [persistent link to data in repository, e.g., DOI, accession number].
 - (if available from a source in the public domain) The data, critical questions used in scripts, and instruments underlying this study are openly available in [Repository Name] at [persistent link to data in repository, e.g., DOI, accession number]. These data were derived from sources in the public domain [list sources, including URLs].
 - (if available upon request due to legal or ethical reasons) The data underlying this study are not publicly available due to [explanation of reasons for not sharing, e.g., patient privacy issues]. They are available from the corresponding author upon reasonable request [list any registration or other requirements for access].
 - (if owned by a third party) The data underlying this study were provided by [Third Party] under license/by permission. Data are available from the corresponding author upon reasonable request with the authorization of [Third Party].
 - Institutional or Ethical Review Board Statement: Provide review protocol number or an equivalent institutional approval reference number; if approval was not required or necessary, state "Not required as the research did not involve human or animal subjects or samples."
 - COI Statement: Provide details of COIs; if none exist, state "No conflict of interest to declare."
- o Acknowledgments: if relevant, include
 - Author contributions: If you wish to note that specific authors contributed equally (e.g., are co-first authors), add a simple equal authorship statement such as "authors of the study (designated by *) contributed equally."
 - Funding sources: project name, funding agency, and grant number in the format required by the funding agency
 - Thank you: Individuals (not authors) adding value to the work
- o References: Use *Chicago Manual of Style* citation guidelines, author-date style https://www.chicagomanualofstyle.org/tools_citationguide.html
 - See the recent issue of *SPUR* or this file: *SPUR Reference Format Examples* on the [SPUR website](https://www.chicagomanualofstyle.org/tools_citationguide.html).
 - Citations in the text must match those listed in the references
 - References listed in alphabetical order
 - For multiple entries for the same author: chronological order beginning with earliest publication date
 - Reference entries complete and correct (e.g., correct spelling of authors' names and titles of works)
 - DOIs listed in the references are correct and working
 - URLs listed in the references are correct and working
 - If website URLs are listed in the text, convert these to reference entries per journal style
 - Remove all hyperlinks
- **Vignette**
 - o Length: maximum of 400 words
 - o Authors' contact information
 - Full name and institution for each author
 - Corresponding: provide email address
 - o Keywords: maximum of 3
 - o No abstract
 - o No section headings
 - o Figures may be considered under special circumstances
 - o Minimal references, if any, following style used in articles
 - o No biographical sketch
- **Book Reviews**
 - o Length: 600–700 words
 - o Keywords: maximum of 3
 - o Cover of book: upload an image of the book cover
 - o Format:
 - Book Title
 - Book Author(s)
 - Publisher, Publisher Location, Publication Year, Number of Pages
 - ISBN (paperback), Price
 - ISBN (e-book), Price
 - o Reviewed by name, institution/affiliation, email address
 - For multi-authored book review, only corresponding author's email address is needed
 - o No biographical sketch

Submission

Once all items on the appropriate checklist are completed, submit your manuscript at <https://SPUR.msubmit.net>.

Acceptance

If your manuscript is accepted, you will receive a letter with detailed instructions on the next steps, including completing a required copyright form. Failure to complete this form may result in delayed publication.

There are no publication charges for any author publishing in *SPUR*.

Production and Publication

Corrected files and proofs must be returned within **five business days** to ensure timely publication of the manuscript. Failure to comply will result in delayed publication and may preclude the inclusion of the piece in a special themed issue.

The corresponding author will receive an email when files are ready for their review as well as instructions for returning their edited files. Extensive changes are discouraged following acceptance. At the proofing stage only minor typographical errors may be corrected. Significant changes on page proofs, including changes to the title or list of authors, are subject to review by the editor and may delay publication. The publication date for the manuscript is provided upon receipt of the approved proofs.

All authors will receive an electronic copy of the entire issue and may request a print copy of the journal issue from SPUR@technicaeditorial.com. The journal does not provide individual article reprints.

Post-Publication

Authors of material published in *SPUR* have the full responsibility of informing the journal promptly if they become aware of any required

corrections or additions after publication. The author should contact the Editor-in-Chief, explain the nature of the correction (or error), and describe its impact on the published work. The Editor-in-Chief will determine the appropriate course of action using the COPE guidelines for reference.

Questions

Questions regarding the suitability of content and the peer review

process should be directed to Editor-in-Chief Patricia Mabrouk, p.mabrouk@northeastern.edu.

Send your questions about the submission system, production process, and publication timelines to SPUR@technicaeditorial.com.

All other questions should be directed to SPUR@cur.org.