

## AUTHOR SUBMISSION GUIDELINES

### Scope

As an international, cross-disciplinary, peer-reviewed publication of the Council on Undergraduate Research, *Scholarship and Practice of Undergraduate Research* (SPUR) publishes scholarly work that examines effective practice and novel approaches, explores pedagogical models, and highlights the results of assessment of undergraduate research, scholarship, and creative activities in all disciplines and at all types of higher education institutions in the United States and abroad.

Prospective authors do not have to be members of CUR to submit their work to the journal for peer review and consideration for publication. Faculty and students who wish to publish the products or results of their specific undergraduate research endeavors are encouraged to consider other disciplinary or student-focused journals.

### Editorial Policies

All articles are peer-reviewed. Editorial judgment regarding publication of manuscripts rests with the editors. Concerns about editorial policies and decisions should be addressed to the editors.

### Types of Submissions

There are several types of manuscripts accepted by SPUR for review. Articles selected for publication may be interdisciplinary or centered in a specific discipline and generally fall into one of three categories: theory, practice, or assessment. Submission types include the following:

- 1. Articles of general interest to the SPUR readership.**

Articles that are within the scope of SPUR may be submitted for review at any time. Articles originating from international institutions or programs are welcome at any time for review and/or may be invited by the International Perspectives editors. Authors are encouraged to discuss their submission with one of the editors listed on the inside cover of the journal to ensure relevance of content and scope.
- 2. Invited articles connected to a theme issue.**

Issue themes are announced through a call for prospectus (CFP) process approximately one year before intended publication date. Selected articles are invited for submission and peer review by a specified deadline.
- 3. Invited vignettes relevant to a theme issue.**

Shorter pieces, called vignettes, are also invited through the CFP process.
- 4. Reviews of recent books of interest to the SPUR readership.**

Book reviews are invited by the book review editor. Suggestions for books to review that have been published in the preceding 12 months may be sent to the book review editor for consideration.

### Checklist for submission of article manuscripts:

- Copy must be in MS Word or compatible format, Times New Roman font, 12-point, double-spaced, 1-inch margins, and one space after periods.
- Length: 2000–3500 words is the typical length of an article (exclusive of references), but longer or shorter articles may be appropriate for certain topics.
- Keywords for indexing: up to 6.
- Abstract: maximum 125 words.
- Proper Citations. Refer to the *Chicago Manual of Style* citation guidelines-author-date style ([https://www.chicagomanualofstyle.org/tools\\_citationguide.html](https://www.chicagomanualofstyle.org/tools_citationguide.html)).
- Figures and tables must be numbered and include captions (max. 8 figures and tables).
- Photographs must be in grayscale and at least 300 dpi.
- Personal information for the authors includes:
  - Full name and institution for all authors;
  - Institutional title, postal address, and email address for the corresponding author; and
  - Biographical sketch for each author (75-word limit each).
- Authors wishing to supplement their manuscript with supporting information must secure prior permission from the editors.

### Special Instructions for Vignettes and Book Reviews:

- Copy as above.
- Vignette length: maximum 400 words. Book review length: maximum 650 words.
- Keywords: up to 3.
- No section headings or figures.
- Minimal references (*Chicago Manual of Style* as above) may be included.
- Authors' full name and institutional affiliations; mailing and email addresses for corresponding author.
- No abstract or author biosketches are needed.

### Submit Online

Once all items on the appropriate checklist are completed, visit <https://spur.msubmit.net> and complete the online submission process.

### For general questions regarding SPUR, contact:

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