

USJ Submission Guidelines for Review Manuscripts

Submission Priority Deadline: Sunday, December 11, 2022

Last Call Deadline: Sunday, January 1, 2023

The UCLA Undergraduate Science Journal is a registered student group and is a fully student-run organization. It is essential that authors follow the guidelines listed below.

If the author fails to follow the guidelines, the work may not be accepted for publication. For more information about USJ, please visit our website:

www.uclausj.weebly.com.

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Eligibility:

- Article must be written by one or more undergraduate(s) currently matriculated at the University of California, Los Angeles.
- The UCLA Undergraduate Science Journal considers all articles which have subject matter related to the natural sciences, formal sciences, engineering and/or technology, including biology, chemistry, physics, mathematics, statistics, computer science, psychology, physical geography, astronomy, medicine, etc.
- Inquiries about whether or not an article is eligible for submission to USJ should be emailed to usj@g.ucla.edu.

Benefits of publication in the USJ:

- A great addition to resumes and applications
- Registration and copyright in the Library of Congress
- Eligibility to receive a Vice Provost Recognition Medal
- Special reception at the end of the year by
 - Dr. Tama Hasson, Assistant Vice Provost for Undergraduate Research and Director of URC – Sciences
 - USJ staff members

Obtaining previous/current issues of USJ:

Current issues of the Undergraduate Science Journal can be found at:

- URC – Sciences Office (2121 Life Sciences Building)
- Biomedical Library
- Science and Engineering Library
- Young Research Library
- Powell Library
- Arts Library
- Academic Advancement Program (AAP) Office (1209 Campbell Hall)
- MCDB SAO Office (128A Hershey Hall)
- MIMG SAO Office (1602B Molecular Sciences Building)
- EEB SAO Office (101 Hershey Hall)

All previous volumes of USJ are also archived in the Biomedical Library.

Submission Instructions:

Manuscripts should be submitted via [the Google form](#) linked on our website (uclausj.weebly.com). The manuscript priority submission deadline is **Sunday, December 11, 2022**. Last call deadline is Sunday, January 1, 2023. Because of time constraints, late submissions will not be accepted for publication. A timely submission, however, is not a guarantee that your work will be accepted for publication. The USJ staff reviews all submissions prior to acceptance. Please make sure that all guidelines are followed carefully.

Manuscript Formatting:

Manuscripts should be submitted as a **single file in both PDF and Word document formats** containing the following three elements in order:

1. **Text:** Text should *not* have figures embedded within it
 - **Font size:** 11pt (applies to *all* text, including titles and headings)
 - **Typeface:** Times New Roman (with the exception of equations and computer code)
 - Headings and subheadings should be in **bold** and **ALL CAPS**
 - **Spacing:** Double-spaced
 - **Page margins:** 1 inch
 - **Page numbers:** Bottom of page
 - **Equations** should be left-justified, with format similar to the example shown below.

$$\sigma^2 = \sum_{n=1}^{\infty} P_i(x_i - \mu)^2 \quad (\text{Eq. 1})$$

- **Computer code** should be written in Courier New typeface instead of Times New Roman.
2. **Figure/Table Legends:** Figure/table legends must be listed *after* the text. Each figure/table legend must be on a **separate page** and should contain the following:
 - **Figure/table label** (e.g. Figure 1., Table 1.)
 - **Caption** including 1) a **one-sentence title in bold** and 2) a **detailed description** of the figure/table
 - Caption should include details such as sample size, error bars specifically indicated as standard error or standard deviation, explicit values for bar graphs, best fit line equations, etc.
 3. **Figures/Tables:** Figures/tables should be listed *after* the list of figure/table legends. Each table or graph must be created in Microsoft Excel and converted to a TIF (.tif) image that has at least 300 dpi (pixels/inch) resolution. Each figure/table must be on a **separate page** and accompanied by the following:
 - **Figure/table label** (e.g. Figure 1., Table 1.)
 - **Indication of color vs. black/white:** Due to budget constraints, each figure should have an indication of whether color is necessary for its comprehension.

Review Article Contents:

1. **Title:** Should reflect the topic of the review (example shown below)
 - Title should be on a **separate page**, and accompanied by the **author's name and affiliation(s)** and **faculty advisor's name and affiliation(s)** (if applicable, for example if the review is adapted from the introduction of a senior thesis)

- **Character limit:** 75 characters (including spaces)
- **Date:** should be included on the same page

Production and Applications of Chimeric Proteins

Ellen W.Y. Hsieh

Department of Microbiology, Immunology, and Molecular Genetics

Advisor: Dr. Lisa A. Schimmenti

Department of Human Genetics and Pediatrics

December 22, 2017

2. **Abstract:** The author must provide a brief summary of the thesis, the major studies investigated, and conclusions drawn. The abstract **should not cite any references**. Please note that review articles should not simply summarize another review article.
 - **Word limit:** 300 words
 - Should be a **single paragraph**
3. **Introduction:** This section should introduce the topic and the thesis, and discuss why this topic is significant. The author should clearly define exactly what this article will discuss, outline the order in which you will discuss it, and give the reader any background information needed to understand the coming sections. The introduction
 - Should contain **at least 4 paragraphs**
 - Should **reference 1-2 articles per paragraph**
 - Must contain **at least 1 figure**
4. **Body:** The structure of this section varies depending on topic. A review article describing three different methodologies, might divide the body of the article into three sections, each discussing one of the methods. In these sections, authors must be sure to describe and evaluate the studies in detail, comparing them and discussing their implications.
5. **Discussion and Conclusions:** This section should contain a restatement of the thesis and the purpose of the article, then discussing the conclusions that were drawn. Authors should also discuss the implications of their study and where they think research in this field should be directed.
6. **References:** The author should include in this section all articles that are published or in press. Manuscripts submitted to USJ should follow the citation style described in the following section. Authors should *not* cite any unpublished or preliminary data. The number of references should not exceed 45.
7. **Figures:** Figures may include schematics that illustrate experimental design and charts that present data. Photographs may be used as figures only if they are crucial to the readers' understanding of the topic. For example, a picture of a

person suffering from insomnia should not be included in an article reviewing the molecular mechanisms of circadian rhythm.

Figure captions: Each caption should include a **one-sentence title** that summarizes the content of the figure, and a detailed description that explains pertinent information and any abbreviations used. Captions should summarize the data such that a reader can comprehend the figure without having to refer to the text.

- **Written consent** is required from the source of the figure, if it is not your own. This can be in the form of an email. This consent is necessary for figures from published journals, but is not needed for figures from government websites.
- For each figure/table, authors should submit a version with the necessary text (ex: labels) and a version without the text (for layout purposes)

Citation Style:

As of 2017, USJ follows **Science Reference Style**. USJ recommends using bibliographic management tools such as Zotero and Endnote (see Resources section). Published sources should be cited both in-text and listed in the references section. Abstracts of work presented at meetings should not be cited.

- **In-text citations:** Citation numbers should be placed in parentheses and italicized: (1, 2, 4) (8-10, 13) (19-21). Numbers should not be superscript.
- **Reference list:** The reference list should be numbered, with numbers matching the order of occurrence in the article. References should be formatted as described below:
 - **Journal articles:** Author names should be written with first and middle initials separated by a space, followed by the surname. The word “and” should *not* be used to separate author names. If an article has more than 5 authors, the first author name should be followed by “*et al.*” (italicized). Abbreviated journal names should be used.

1. William R. Harvey, Signe Nedergaard, Sodium-independent active transport of potassium in the isolated midgut of the Cecropia silkworm. *Proc. Natl. Acad. Sci. U.S.A.* **51**, 731-735 (1964).

- **Books:** Author names follow the same citation style as above. For edited books, “Ed.” or “Eds.” should be added. Book titles should be italicized and followed by the publisher name, publisher location, edition number and year of publication in parentheses.

1. M. Lister, *Fundamentals of Operating Systems* (Springer-Verlag, New York, ed. 3, 1984), pp. 7-11.
2. J. B. Carroll, Ed., *Language, Thought and Reality, Selected Writings of Benjamin Lee Whorf* (MIT Press, Cambridge, MA, 1956).

A more exhaustive description of *Science* Reference Style is available online at [Link 1](#).

Resources:

- **USJ Paper Planner:** The USJ Paper Planner is a resource that breaks down the writing process into manageable pieces, and assigns deadlines for each piece to help authors stay on track with their writing. The paper planner can be found at [Link 2](#).
- **Reference Management Software:** USJ highly recommends the use of bibliographic management tools such as Zotero and Endnote.
 - Remark: Zotero does not have the reference style for *Science* pre-installed, so authors should download the citation style from the Zotero Style Repository.
- **Undergraduate Writing Center:** The Undergraduate Writing Center is a free service offered to UCLA students that provides assistance with a variety of writing-based tasks, including writing scientific articles. More information about the Undergraduate Writing Center, including their schedule, can be found on their website: [Link 3](#).
- **Books:**
 - *A Student Handbook for Writing in Biology* by Karen Knisely (ISBN: 9781429234917)
 - *Successful Scientific Writing: A Step-by-Step Guide for the Biological and Medical Sciences* by Janice R. Matthews and Robert W. Matthews (ISBN: 9780521699273)
 - *How to Write and Publish a Scientific Paper* by Barbara Gastel and Robert A. Day (ISBN: 9781440842801)
- **USJ Website:** Examples of articles previously published in USJ can be found on our website: www.uclausj.weebly.com.

Uploading to Dropbox (for accepted articles):

Authors whose articles are accepted for publication in USJ will be provided a link to upload the following 3 documents to a secure USJ Dropbox:

1. A Microsoft Word document (.docx or .doc) containing the text-only manuscript.
2. A separate Microsoft Word document (.docx or .doc) containing one figure legend per page.
3. All figures/tables as separate TIF files (.tif) with 300 dpi (pixels/inch) resolution.

Links:

(The following is a list of all the links that were referred to in this guide):

- Link 1 (Instructions for preparing an initial manuscript):
<http://www.sciencemag.org/authors/instructions-preparing-initial-manuscript>
- Link 2 (USJ Paper Planner):
https://docs.google.com/spreadsheets/d/15cwDTiDNmZRcY_RtIrdNBGY2Qxb2MptUD9XP_4W08J0/edit#gid=986555058
- Link 3 (Undergraduate Writing Center):
<http://wp.ucla.edu/wc>