

The Harvard Undergraduate Research Journal

Guide for Submission Format

Last updated for Vol 14.2

Submission Guidelines for Primary Research

To facilitate constructive review and commenting on your manuscript, please ensure that your work fulfills the requirements detailed on the following pages.

Questions may be directed to the Editor In Chief at ellieshin@college.harvard.edu.

Eligibility

- Primary author must be a current Harvard College undergraduate.
 - Harvard College undergraduate is defined as a student who is currently an A.B. or S.B. candidate at Harvard College but who has not received their degree at the time of submission. For volume 14.2, students in the class years 2023–2027 are eligible.
 - Students taking a leave of absence for a short term (one or two consecutive semesters) are considered undergraduates provided they have already completed one semester at Harvard College and intend to resume their degree candidacy upon return.
- Submitted manuscript concerns original research.
 - Submitted manuscript cannot be published or undergoing review in another research journal (undergraduate or otherwise).
 - If the author wishes to submit a manuscript already under review elsewhere to *THURJ*, the manuscript should be promptly withdrawn from the other journal.
 - Similarly, if an author subsequently submits a *THURJ* submission to another journal, they must notify *THURJ* ASAP to withdraw from consideration.
 - Primary author must be willing to work with *THURJ* editors in revising the submission if it is selected or seriously considered for publication.
 - Upon review, promising but incomplete manuscripts may be offered consideration in the next issue and complemented by faculty or *THURJ* comments for revision.
 - Author(s) must consent to publication in *THURJ* if their manuscript is selected for publication.
 - Authors should respond to inquiries from *THURJ* editorial staff in a timely manner (at most 2 business days).

Submission Requirements

- Include a 150-200-word, non-technical summary of the manuscript.
 - This summary is given in a different field in the submission form. It is submitted in text, not as a file.
 - The summary should be different than the abstract. The summary should outline the main points of your manuscript in an engaging manner that can be easily read and understood by a non-expert.
 - A summary should focus on the conclusions of your research, while the abstract often also briefly describes the methods and details of the manuscript.
- Submit an abstract within the manuscript file at the beginning.
- To ensure integrity of review, please either submit an anonymized copy of the manuscript (no name/personal identifier in the header, footer, or body). Alternatively, provide an editable version so we can redact your identifiers when sending for review.

Manuscript Formatting

- Submission may not exceed **30 pages**, including all figures/tables and references.
 - If additional space is needed, please prepare a Supplementary Materials document containing additional accompanying text, figures, and tables.
- Manuscript should be double spaced with 12 point font (standard font such as Times New Roman, Calibri, Arial, or similar preferred) and standard margins (1”).
- The work should be submitted in .docx, .doc, or .pdf format.
- We prefer that the manuscript be prepared using a word-editing program such as Word or Google Docs. If your work is produced in software such as LaTeX, please include your source files. If your work is selected for publication, you will be asked to format it in text form.
- Pages should be numbered at the top right. Please do not include identifiers in the page number.

Structure and Style

- Writing should be clear, logical, and free from typographical or grammatical errors.
- Appropriate structure of submissions will vary depending on the research field. The manuscript should be of similar style and structure to that of typical articles published in professional journals.
 - In general, your manuscript submission might include sections for an Abstract, Introduction, Methods, Results, Discussion, References, and Figures/Tables.
 - Supplementary Materials may be submitted along with manuscript in a different file.

Figures and Tables

- Figures may be incorporated into the body of the text for readability, at the end of the work, or in a supplementary file/folder.
 - Submitting an additional folder of high-resolution figure files is much appreciated and will make your work look better in the publication!
 - If a manuscript is selected or seriously considered for publication, the editorial staff will request high-resolution figures if the current figures are deemed too low-resolution.
- All figures must be appropriately referenced in the text and include legends in text format.
- Tables should be submitted in text format.
- For plots and graphs, axes should be clearly marked and legible. Figures should be clearly labeled if applicable.

References

- Citations should be parenthetical (Author, Year) and embedded within the main text.
- References should be formatted as follows: Authors (Year). Title. Journal/Book. Volume, Page Numbers.
- Example: Noctor, S.C., Martinez-Cerdeno, V., Ivic, L., and Kriegstein, A.R. (2004). Cortical neurons arise in symmetric and asymmetric division zones and migrate through specific phases. *Nature Neuroscience* 7, 136–144.