

Nexus Volume #3 (2006): Submission Guidelines for Authors & Mentors

Editorial Committee

Abstract

This document provides information regarding the 2006 (Volume #3) printing of Nexus: Journal of Undergraduate Science, Engineering and Technology. It outlines the selection and submission process, time-lines, categories for submission, and format for submission. This document is a template for the submission and is 'self-conforming'. Authors may use this document as a guide when formatting their own work. Please note, and note it well: the Editorial Committee are responsible for the look-and-feel of the published work. Authors should not attempt to format/mark-up/beautify their submission. This will be done for them.

Submission Guidelines for Authors and Mentors

Introduction

The journal (the logo of which appears in Figure 1) includes original papers from undergraduate work conducted either individually or in a group in the last twelve months in the fields of science, engineering and technology at the University of Tasmania. Thus, work from semester 2 2005 or semester 1 2006 that is nominated by Unit Coordinators is eligible to be considered for publication in Nexus.



Figure 1: *The Nexus journal logo*

Publication Procedure

General

Undergraduate students will be selected following nominations from Unit Coordinators. The Editorial Committee will then invite selected students to submit papers to the journal. All papers submitted are subject to review by the Committee, which reserves the right to accept or reject any submitted papers.

Once an invitation has been received, each student must liaise with an appointed mentor prior to submitting the paper. This is to ensure that the student has significant opportunities to learn from the experience, and to ensure that the submitted work is in accord with the guidelines and suitable for publication.

A form, sent to the selected students, must be completed and signed by the student and their mentor or Head of School when the paper is submitted for publication.

Revisions

It is possible that minor revisions of the paper will be requested; students should be aware that significant deviation from these guidelines may result in the submission simply being ignored. If the mentor has signed the quality assurance form indicating that the paper complies, then the issue should be raised with them and not the Editorial Committee.

Submission Categories

Students may submit in any one of three categories: full research papers, review articles, and short papers. Details of these can be found in Table 1.

Table 1: Submission Category Details

Category	Details
Research Papers	Papers will describe research completed by the student.
	Papers will contain an abstract, introduction, methods/materials, results, and discussion and/or conclusion.
	Papers should be between 1500–3000 words including references (but excluding abstract). The submission should be no more than eleven (11) A4 pages in total.
Review Articles	Papers will provide a critical review of research literature in an area of science, engineering or technology.
	Papers will include an abstract.
	Papers should be between 1500–3000 words including references (but excluding abstract). The submission should be no more than eleven (11) A4 pages in total.
Short Papers	This category will include papers that do not fall into the above two sections and may include: field reports, lab reports, essays or discussions on current issues in science, engineering or technology.
	Papers will include an abstract.
	Papers should be between 500 – 1500 words including references (but excluding abstract). The submission should be no more than five (5) A4 pages in total.

Submission Process

Papers must be submitted by 28th July 2006. These should be sent electronically to Nexus.Editor@utas.edu.au. The electronic copy must be a completed copy with all figures, images, graphs, photographs etc embedded in the right place within the text. Additionally, all figures, graphs, images and/or photographs must be sent as separate GIF or JPEG files.

Document Layout

Only photographs may be submitted in colour and in 300dpi. Other figures, graphs and images must be submitted in black and white (or greyscale).

All filenames should begin with the author's initials, be in lower case and be no longer than 8 characters. All other associated files are to use the same rules. All figures, graphs, images and photographs are to use "fig", following the author's initials, and be numbered sequentially. For example, John Smith's paper should be submitted as "js.doc". Figure 1 should be submitted as an additional file: "jsfig1.jpg" (if a JPEG file) *et cetera*.

The first page of every paper will include the following:

- Paper Title;

- Author's name, Unit code, Unit name and School name;
- Mentor/Unit Coordinator's name; and
- Abstract or summary (where appropriate).

Papers are to be in Microsoft Word file (.doc) with limited formatting. Only the default styles should be used.

Heading styles should be in the Microsoft default heading styles:

- **Heading 1 – for level 1 headings**
- ***Heading 2 – for level 2 headings***
- **Heading 3 – for level 3 headings**

No other styles should be used for headings, and heading styles should *not* be reformatted (eg. the size, colour, justification, indentation, typeface, or style of the font should not be changed).

“Normal” style should be used for the text that is not headings, and this should be written in an academic style: passive, third person. Apart from italicising text, no other formatting features should be applied to the text. Indentation, tabs, or any other formatting such as this must be avoided. Captions and tables should also be typed in Normal style. Tables should be created as tables rather than as text separated by tabs or spaces.

No text other than headings, and body text should appear in the document. The author should not alter headers and footers from the default (there is no need for page numbers). Similarly, there should be no footnotes or endnotes within the document.

Exceptions to these guidelines will only be appropriate where they are the norm for a particular discipline and approval has been sought and received in advance by the mentor from the Editorial Committee.

If you already have a completed document for submission, but the styles are not those above, please go through the document changing the style of the text to Normal, Heading 1, Heading 2, and Heading 3, as appropriate. Once this is done, you may simply paste the contents of your file into a new Word document (or into this document) and the styles should revert back to the default as required.

References should adhere to the University standard, the Harvard System. Details may be found in Snooks & Co (2002) and University of Tasmania (2005).

References

Snooks & Co, 2002, *Style Manual for Authors, Editors, and Printers*, 6th edition. John Wiley & Sons, Milton, Qld.

University of Tasmania, 2005, *A Guide to the Presentation of Assignments*, University of Tasmania, viewed March 11th 2005, <<http://www.utas.edu.au/library/assist/gpoa/gpoa2.html>>.