A Guide to Scientia 2018

The Baylor Undergraduate Research Journal in Science and Technology

By Jianna Lin, Editor in Chief, Scientia 2018
# Table of Contents

Introduction to Scientia

- Mission statement
- General overview and description
- Funding
- Contact Information

Submission Process

- Qualifications for publication in *Scientia 2018*
- Formatting Guidelines
- Confirming submission
- Submission Deadline

Review and Selection Process

- Student Editorial Review Board
- Professor Review Board
- Acceptance to *Scientia*
  - PI Form
  - Requirements after acceptance notification
- Awards

Frequently Asked Questions
Introduction to Scientia

Mission statement

Scientia is an interdisciplinary sciences publication that aims to increase awareness of the wide-reaching nature of undergraduate research at Baylor University by providing a professional platform upon which undergraduates of Baylor University are able to publish personally conducted and outstanding research in the areas of biological sciences, physical sciences, mathematics, and technology.

Baylor University undergraduate students who have conducted research or have written a review article in the STEM fields are encouraged to submit their research to this journal and work with Scientia’s editorial board to learn more about the publication process, and potentially receive a publication. All submissions are reviewed by Scientia’s editorial board and a professor review board, who together work to select the submissions for publication.

Scientia is created through the student organization Baylor Undergraduate Research in Science and Technology (BURST), whose mission statement is to increase awareness of undergraduate research on the Baylor campus, provide opportunities for undergraduates to optimize their research experiences, and educate undergraduates in the proper habits and techniques of research in scientific fields. In conjunction with BURST, this array of student discovery exists, in part, to inspire an increasing number of students to partake in the many research opportunities present at Baylor.

Scientia is modulated and funded by the Deans of the College of Arts & Sciences, who with the editors, work in conjunction with the Office of Pre-Health Studies to print the journal.

Please contact Jianna_Lin@Baylor.edu with any questions or suggestions.

The Submission Process

Who can submit?

Any current full-time or part-time Baylor University undergraduate student may submit their work to Scientia.

What can I submit?

Original abstracts, original research articles, and original review articles may be submitted.

Abstracts (maximum 500 words) proposing research topics currently being investigated by current undergraduate level students enrolled at Baylor University.

Research Articles (maximum 4500 words including captions and references) presenting major findings performed by current undergraduate level students enrolled at Baylor University. Research articles must
include an abstract, introduction, materials and methods, up to six figures or tables, results, and discussion.

**Review Articles** (maximum 6000 words including captions and references) synthesizing developments of interdisciplinary significance written by current undergraduate level students enrolled at Baylor University. Review articles must include an abstract and an introduction outlining the topic of discussion.

** Formatting Guidelines**

- Manuscript must be submitted via the Submission Form on the BURST website ([www.baylor.edu/burst](http://www.baylor.edu/burst))
- All listed authors must approve the manuscript and agree to be listed. Authors with professional titles must be listed accordingly – for example: John Smith, MD, PhD, not Dr. John Smith.
- Abstracts of research or review articles must be 150 to 250 words in length.
- All text must be entered into the appropriate box in the Submission form. Paragraphs should be separated by a single space, and subheadings should be denoted by a double space before the subheading title. Following the subheading title, there should be a single space before the paragraph.
- Figure captions must precede the appropriate figure upload link. Use a colon to separate the title from a brief description – for example, Figure 1: Brief description. You must explain any symbols or abbreviations used in figures and tables – for example: xf, xylary fiber; p, phloem.
- Upload all figures in their original format. If accepted, you will have to provide the original files for figure graphics (e.g. an excel document with the original graph in it).
- Include no more than 30 references for research articles or 50 references for review articles.
  - Use the ACS citation style and list references in order of appearance. List all authors for works with five or fewer authors; if there are more than five authors, list the primary author followed by et al. Number the list and separate sources with a single space.
- Indicate in-text citations with the reference number in parentheses after the sentence and follow the citation-name system in accordance with the Council of Science Editors guidelines ([http://writing.wisc.edu/Handbook/DocCSE.html](http://writing.wisc.edu/Handbook/DocCSE.html)).
- Acknowledgements are optional and should be brief. Do not mention any of the listed authors, including the principal investigator, as well as anonymous editors. Do not use inessential or effusive words; for example, you can thank someone for their comments, not their “insightful” comments. You may include grant or contribution numbers if applicable.

**How do I submit to Scientia 2018?**

To submit, the student shall email Jianna_Lin@Baylor.edu with their work in the form of a word document.

In your submission email, please include the following:

- First and last name of all authors in the order that you would like them to be listed in the publication
- Name of your Baylor principal investigator
Note: In past years, Scientia utilized a submission form through JotForm.com. However, this year, we are no longer using this, so that the submission process is easier for prospective authors.

*How do I know I have successfully submitted to Scientia?*

The student (prospective author) will receive a conformation email within a week of submitting their work. If one does not receive such an email within seven days, they should email Jianna_Lin@Baylor.edu again, asking whether their submission was received.

*When will I be notified of the decision regarding publication of my submission?*

The prospective author will receive an email regarding the acceptance or rejection of their submission no later than one week from the submission deadline.

*When is the submission deadline for Scientia 2018?*

**The submission deadline is January 1st, 2018.** Submissions may be sent in anytime from now until then (including during the summer semesters). The earlier the student submits their work, the greater chance it will be accepted.

**Review and Selection Process**

A student editorial board and a professor review board complete a methodical review of each submission to Scientia, and determine which submissions are accepted or rejected.

Scientia’s Professor Review Board includes Tamarah Adair, Ph.D., Patrick Farmer, Ph.D., Linda Olafsen, Ph.D., and Dennis Johnston, Ph.D.

If accepted, authors will be required to turn in a Principal Investigator (PI) Approval form. This PI must work at (or be a graduate student at) Baylor University.

*Authors will also be required to meet once with the Scientia editorial board to discuss minor edits aimed to improve the professionality of the work.* Each author is provided with personalized guidance and an opportunity to improve their ability to compose scientific literature.

Review and acceptance are on a rolling basis. The earlier the student submits their work, the greater chance it will be accepted.

**Awards**

URSA awards will be granted to the best article and the best abstract of Scientia 2018. Winners will be chosen by members of the professor review board and student editorial board. The following is a list of the awards granted to chosen authors of Scientia
The Elizabeth Vardaman Award for Excellence in Scientia—awarded to the author(s) of the best article
The Best Abstract of Scientia 2018 Award—awarded to the author(s) of the best article

Frequently Asked Questions

Must the research be done at Baylor University to be qualified for publication in Scientia?

No. No matter where you did the research, you may publish it in Scientia, as long as you are an undergraduate student at Baylor University.

How do I find a Baylor Principal Investigator if I did not do my research here at Baylor University?

There are a number of ways to do this. Students often ask the professor(s) who wrote them a recommendation letter for the research opportunity. Students may also ask a professor at Baylor who does research in a similar field.

Can I include more than the recommended number of images or figures (see Submission Process for description) if I think they are important to the article or abstract?

Yes. In some cases, the editorial board allows authors to publish more than the recommended number of images or pictures. This occurs when the images or figures are crucial to the understanding or description of the research abstract or original review article.

Please email Jianna_Lin@Baylor.edu with any further questions or suggestions.