

McNair Scholars Journal Guidelines

Paper Guidelines

All students who received research funding must provide the McNair office with their paper by email. You are responsible for maintaining your own copy as well. Those students who do not have a finished paper of their research must submit an abstract and research discussion paper of at least 2 pages. The only students who will be excused from publishing a paper in the journal are those whose paper is in submission to an academic journal. If your paper is in submission, you must provide an extended abstract for publication in the McNair Journal. In addition, you must discuss the status of your paper with the McNair staff in person and provide us with a copy of the paper and with documents supporting the paper's submission for publication, including contact information for the editor of the journal. You will be provided with a template for your paper. If you do not use this template, you are responsible for using the correct format to ensure the integrity of your information. This is particularly important when including charts and figures.

Use the following guidelines to format your paper:

Mechanics/Formatting

- Single-space your manuscript using the type Times New Roman, size 11. Make sure that any embedded texts (texts you create in figures, charts, and equations) are also Times New Roman. Labels and titles must not be part of objects such as figures, charts, and equations.
- Make all margins $\frac{3}{4}$ of an inch, with a paper size of 9-inch high by 6-inch wide.
- Center and bold the **Title** of your paper at the top of the first page. Put your name, in plain text, underneath the title after one line of space. After one more line of space, put the word **Abstract** in bold, aligned left.
- Include an abstract of about 250 words at the beginning of the paper, in italics. It must be in the form of a narrative and written in plain English.
- Tab (1/2 inch) the first sentence of each paragraph.
- Separate main segments of the paper with subtitles, all aligned on the left. For main subtitles, use bold text format, and separate them from the previous paragraph by a blank line. Italicize secondary subtitles, but do not add any extra space between lines.
- Manuscripts should be between five to ten single-spaced pages, excluding tables, charts, and figures.

Tables and Figures

- Place tables and figures **exactly** where they should appear in your paper. Be sure that the tables and figures are sized and labeled exactly how you want them to appear in the article.
- Make tables and figures as simple as possible. Avoid three dimensional and color charts because they may not print the way you intended.
- Tables and figures should be labeled on the bottom and italicized in the following way
Figure 1. Title. (Include a period at the end).
The tables and figures you include should be discussed in the text, but their meanings should be clear without reading the text.
- Equations must be numbered on the same line they appear in the following format:
Eq. [1]

References

- Format your References section using the standard established in your field. Bring a copy of a major journal in your field to your McNair Graduate Advisor as an example.

Footnotes/Endnotes

- Depending on your discipline, you will use either endnotes or footnotes. Make sure to put a period at the end of each reference, footnote, or citation.
- “Endnotes” is the proper subtitle for citations listed in the order of their appearance in the text. “References” is the proper subtitle for citations listed in alphabetical order. If you use Endnotes instead of footnotes to annotate the main texts *and* you have a References section, place the References section after the Endnotes section.

Acknowledgments

- Include a section titled “Acknowledgments” using the format of a major subheading. Be sure to acknowledge the McNair Program and anyone else giving you funding or resources. Also mention your faculty mentor and others who have helped you with your research.
- After the Acknowledgments, place an empty line followed by three lines: the first with your name; the second with your department; and the third with your email address. Follow this with an empty line and then with one sentence about your research interests and another sentence about your intended Ph.D. program.
- This section should be the last section of your paper.