

# Kaleidoscope



*University of Kentucky Journal of Undergraduate Scholarship*

## Submission Guidelines

To be considered for publication in *Kaleidoscope*, a submission must adhere to the following guidelines. All submissions to *Kaleidoscope* must include a written portion, even if the primary medium for the submission is not textual (e.g., a video, graphic, or audio presentation). For submissions that are primarily non-textual, the written portion must include at least a title page, an abstract, an introduction, any necessary acknowledgements and citations, the author's biographical information, and the faculty mentor's statement; it may also include additional descriptive and discussion material, if the author feels it is warranted. Submissions that are primarily or entirely textual must include all of the above elements, in addition to the body of the paper. Authors are urged to avail themselves of the services of the University of Kentucky Writing Center, <<http://www.uky.edu/AS/English/wc/>>, in preparing their submissions, no matter whether they are primarily text-based or not.

### Format for written materials:

- **General guidelines:** All written materials must be submitted on 8.5" x 11" paper. All text must be set in 12 point Times New Roman type, with 1.5 spacing between lines. Margins must be set at 1 inch on all four sides of the paper. All pages, except the title page, must include the page number (centered) and the author's name (right justified) as a running footer. Three hard copies of written materials must be

provided, and one electronic copy must be submitted as a Microsoft Word file. The maximum allowable length of a paper submission is 25 one-sided pages, including all elements listed below. Shorter submissions are strongly encouraged.

- **Submission page:** A separate submission page must be the first page in all submissions. A copy of the submission page format is included at the end of these guidelines. The submission page must be filled out completely and signed by the author. Only one copy of the submission page is required.
- **Title page:** A separate title page must precede each copy of all additional written materials. The title page must include: the author's name, the title of the submission, the name of the faculty mentor who supervised the submission, the student's ID number and local contact information. The title page may also include a *very* brief explanatory phrase, such as "a senior dance recital," or "an Oswald Research and Creativity Program project." A sample title page is included below for reference:

<p style="text-align: center;"><b>Wolfgang Goodstudent</b></p> <p style="text-align: center;"><b>The Symphonies of Mozart</b></p> <p style="text-align: center;"><b>Faculty Mentor: Prof. W. Amadeus</b></p> <p style="text-align: center;"><b>Student ID: 012345678</b></p> <p style="text-align: center;"><b>Wgoods@pop.uky</b></p> <p style="text-align: center;"><b>257-0000</b></p> <p style="text-align: center;"><b>A senior honors thesis</b></p>
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- **Abstract:** The abstract must be a single paragraph of not more than 200 words. It must describe the key ideas, methods, and results or products of your submission. It must be concise and written in language that will convey to someone outside of your field the essence of your work and its significance
- **Introduction:** An introduction must be directed at all readers, not just those in your particular field. It must catch and hold their attention by explaining what is to come, why it is interesting and significant, and how it is unique. If appropriate, generally unfamiliar terms should be defined and results or conclusions should be summarized.
- **Body:** The body of the paper contains the substance of a written presentation. It may be a poem, a work of creative fiction, an essay, a research report, or any other accepted form of scholarly presentation. These guidelines are not intended to limit the creativity of an author, but the body must be in a standard professional format, such as a research paper in a scientific journal, a scholarly essay in a humanities journal, or a work of fiction in an anthology.
- **Conclusion:** Where appropriate, a paper should include a conclusion that summarizes all that has been presented, including what has been studied and how, the results determined, the conclusions reached, and the significance of the findings. The conclusion should be written in terms that can be understood by a general reader, not just one specializing in the particular field of study being presented.
- **Acknowledgements:** This section of a paper includes thanks to those who assisted and acknowledgement of any special support (such as a grant) that made the project possible.
- **Citations and notes:** All references must be properly cited. References are to be included in-text as well as in full citations in a section entitled "works cited." In-text citations must follow these rules: for one author (Mozart, 1788); for two authors (Mozart and Salieri, 1789); for three or more authors (Mozart, et al., 1787). Page

numbers of specific references may be included in-text with a comma separating the page number(s) from the date, e.g., (Mozart, 1788, p. 13) or (Mozart and Salieri, 1789, pp. 22-23). Full citations must follow MLA or APA format. For citations of electronic sources on the World-Wide Web, follow the guidelines provided by the Columbia University press, available at <[http://www.columbia.edu/cu/cup/cgos/idx\\_basic.html](http://www.columbia.edu/cu/cup/cgos/idx_basic.html)>. Notes are strongly discouraged. However, if absolutely necessary, notes must be numbered sequentially and included after the body of the text and the conclusion, before the acknowledgements, in a section entitled "notes."

- **Graphics:** A submission may include graphics such as figures, graphs, equations, photographs, etc. All graphics must be clearly titled and labeled. Graphics must be submitted both on paper together with each of the three paper copies and as high-resolution digital files together with the Word file. Graphics are not to be placed in their exact positions in paper copies or the Word file. Rather, an appropriate line of text is to be inserted such as "Place figure 6 approximately here." All graphics are to be included with their labels and titles at the end of the submitted paper and digital copies and are to be counted in the 25 page limit. Because space is limited in *Kaleidoscope*, an excessive number of graphics cannot be included in the printed version. If a submission requires a large number of graphics, they may have to be included only in the on-line version of *Kaleidoscope*, with just the URL in the printed version. Keep in mind that graphics may be reduced in size in the final publication. Therefore, be sure that all details and text are large enough to still be legible after reduction. Most graphics are titled underneath. However, tables are titled above. Equations are numbered on the right side with the number in brackets.
- **Biographical information:** All papers published in *Kaleidoscope*, both on paper and on-line, will include a short biographical sketch of the author. On a separate page (not included in the 25 page limit) briefly address the following points:
  1. Your year at U.K., major(s), and special program(s) (e.g., Gaines Fellow)
  2. Your special honors awarded (e.g., undergraduate research fellowship)
  3. Your future plans and how the subject of this submission may relate to or support these plans

4. Your experience in conducting this project, especially your interaction with your faculty mentor
  5. Your most important extracurricular activities and/or interests and hobbies
  6. Any other venues in which this work has been presented or published, such as at a research conference or in a professional journal
  7. Any other information you would like mentioned in your biographical section
  8. A clear, sharp headshot of you in color, digitized (either .gif or .jpg) format, suitable for inclusion both in print and on-line, that will print out approximately 2" x 2"
- **Faculty endorsement:** To be considered for publication in *Kaleidoscope*, a paper must be accompanied by a faculty mentor's endorsement. The endorsement must be on a separate page (not included in the 25 page limit) with the author's name and the title of the submission at the top of the page. The endorsement must include a brief paragraph of no more than 200 words, written by the faculty member, describing the significance and quality of the submission. After the faculty mentor's paragraph, the endorsement must also include the following statement, signed by the faculty mentor:

I have read the submission entitled [include the title of your submission], by [include your name], and I find it to be of superior scholarly quality, suitable in my opinion to be published in *Kaleidoscope*, the *University of Kentucky Journal of Undergraduate Scholarship*. I agree to serve as faculty mentor for this submission, to have my name appear as mentor for this publication, to have my above statement included if this submission is published, and to supervise [insert your name] in making all necessary editorial corrections and submitting the final version according to Journal specifications and deadlines.

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[Include a signature line with the name of the faculty member typed below the line.]

One signed paper copy of the faculty mentor's endorsement must be included with the submission. In addition, the faculty mentor's statement must be included in digital (Word) format at the end of the Word file of the submission.

**Format for other than written materials:**

Materials submitted to be published in the on-line version of *Kaleidoscope* (such as audio or video presentations) must be in a format suitable for on-line, Web publication. Because the details of on-line publication vary considerably and change often, authors who wish to submit such materials and their faculty mentors must consult with the editor of *Kaleidoscope* to ensure that the format they intend to use is acceptable. In general, the editor will be guided by the technology available on the University Web servers and by widely accepted principles of Web design such as those that urge inter-platform compatibility, minimization of file sizes, use of common graphic and audio file types, and use of "Web-safe" palettes.

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*University of Kentucky Journal of Undergraduate Scholarship*

## Submission Page

Title: \_\_\_\_\_

Student Author: (name) \_\_\_\_\_ (UK ID) \_\_\_\_\_

Student local address: \_\_\_\_\_

Local telephone number(s): \_\_\_\_\_

Student permanent address: \_\_\_\_\_

Permanent telephone number(s): \_\_\_\_\_

Student e-mail address: \_\_\_\_\_

Faculty mentor's name: \_\_\_\_\_

Faculty mentor's telephone: \_\_\_\_\_

Faculty mentor's e-mail: \_\_\_\_\_

I hereby certify that the entire work that I am submitting to *Kaleidoscope* is the product of my original creation; all works of others have been properly cited; all necessary permissions and/or releases have been obtained and copies are attached hereto; and I represent that there is nothing in this submission that is libelous or slanderous. I understand that I shall retain the copyright to my work. However, I hereby grant to the University of Kentucky the right to reproduce this work, in the format the Editor may deem appropriate, as a part of both the paper and electronic versions of *Kaleidoscope*, and as part of any materials directly related to the journal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_