

## ***Creating Knowledge: The LAS Journal of Undergraduate Scholarship***

### **Submission Instructions for Students**

*Creating Knowledge* is the journal of undergraduate scholarship and creative activity published annually by the College of Liberal Arts and Social Sciences. It is produced in both hard copy and digital versions. First published in 2008, *Creating Knowledge* provides a venue to showcase the best student work produced across all our programs of study.

**Are you a student in a LAS major or minor who is interested in submitting scholarly work for possible inclusion in *Creating Knowledge*?** The selection process for *Creating Knowledge* takes place at the department or program level. Some departments/programs select their submissions via their annual student conferences or via an essay contest. Others select theirs by other means. As a result, you will need to keep an eye out for flyers or announcements from your department or program inviting you to submit your work. If you are interested but have not heard from your department or program, visit your unit's DePaul webpage, click on "Faculty," and email the chair or director for unit-specific information.

While the criteria and timetables of individual departments/programs may differ, please note that the following criteria are in place for all submissions, and thus you should follow them as you prepare your work:

1. Submissions will be accepted only from declared LAS majors or minors.
2. Work will be accepted only if produced as a response to a class-based assignment in an LAS unit's subject code (ENG, SOC, etc.) during the four quarters prior to the June 30 deadline (i.e. AQ, WQ, and SQ of that year or SQ of the immediately preceding Academic Year).
3. All contributions must be double-spaced in Word (.docx) format.
4. There is a maximum limit of 5,000 words. This includes the main text, notes and any supplementary material (bibliography, appendices, captions, etc.)
5. All graphs/images *must* be submitted separately from the Word text and at high resolution (at least 300 dpi+). The locations of these images are to be clearly marked within the text, and explanatory captions provided, also within the text.
6. Any images, graphs or illustrations taken from a website or from another publication may be included in your submission only by consent of the individual or entity who owns the copyright. If you are uncertain, ask the faculty representative in your department. Any necessary permissions should be submitted with your manuscript. No manuscript necessitating but lacking appropriate permissions will be included in the journal, regardless of selection by the department or program.
7. The citation system used in the submission is determined by the home unit. We require that it be an identifiable format—preferably MLA, APA, or Chicago (footnotes or author-date)—and used consistently within the paper. On the submission form, the Faculty Sponsor will be

required to indicate the style used, and the submission should reflect a thorough review of citations and list of works cited to assure that all citations conform to style expectations. These have proven to be a frequent location of errors and inconsistencies in form. It is especially crucial that all bibliographic information be complete at time of submission to facilitate an efficient and timely editing process. Students should be advised to expect their work to be subjected to editorial correction before publication.

8. All submissions accepted for publication will appear in the journal following this disclaimer: Neither DePaul University nor the College of Liberal Arts and Social Sciences endorses the opinions or perspectives expressed in *Creating Knowledge*. Responsibility for accuracy, creative expression, and the rights and well-being of others involved in scholarly inquiry is that of the student author under the guidance of their faculty sponsor.