Creating Knowledge Submission Guidelines for Home Units, 2025

All home units—defined here as departments, programs, and free-standing minors—in LAS have the right to include **one** submission in *Creating Knowledge*. Each home unit is responsible for the selection, preparation and submission of its annual entry to the journal. Below are the requirements for submission. Submissions not following these guidelines will be returned to the home unit for revision; untimely delays may prevent inclusion of a unit's submission in the journal. If you have any questions or concerns before the submission period, contact Pete Vandenberg in the LAS Dean's Office.

Submissions are filed via a web application at the following url: https://lascollege.depaul.edu/CreatingKnowledge This app will open on May 19th and close on June 30th. **Late submissions will not be considered**.

The CK Representative and Faculty Sponsor

The process of bringing the journal together each year necessitates two major phases—all activities within the home unit prior to the June 30th submission of a publishable manuscript, and any remaining work that needs to be done to bring the work to publishable quality once it is submitted. The LAS Dean's Office oversees the first phase; the journal editor has complete control of the second. **The home unit's CK Representative** is responsible for everything prior to and including submission. **The Faculty Sponsor** is responsible for anything required once the submission is in the hands of the editor. The Faculty Sponsor is, ideally, the individual best able to address any questions raised by the editor and work with the student as necessary during the summer.

The CK Representative and Faculty Sponsor roles may be held by the same person.

1. Chairs and directors of eligible units will receive correspondence in Winter Quarter asking for the name of a *CK* representative who will oversee the process for the unit through manuscript submission. The CK Representative manages the unit's solicitation and selection processes and ensures that the essay submitted meets eligibility standards. Units that do not identify a representative may miss the opportunity to have a work included in the journal.

2. The named CK Representative will submit the unit's choice for publication to the *Creating Knowledge app* at LAS OneSite (as explained in later correspondence). **It may not be submitted by the student author.**

3. The submission application must be approved in the system by the department chair.

4. The CK Representative will be responsible for identifying the student author's Faculty Sponsor. **The Faculty Sponsor may be the CK Representative, the instructor of the course in which the project was produced, or someone else**; the Faculty Sponsor will work with the student to assure that the submitted work is at a polished, publishable level.

5. The Faculty Sponsor will complete a form after submission of the manuscript (see #2 above) verifying submission requirements and affirming the following statement: 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.

Qualifications for Inclusion in *Creating Knowledge*

1. The student author of any project submitted for publication by an LAS unit must be a declared LAS major or minor. Ideally the student will be declared in the program/department making the submission.

2. The project submitted for publication must have been written in a class taught in the 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). *These qualification details will be verified.*

Submission Guidelines

1. The full name of the student author must appear on the first page of the submission, exactly as it will appear in the journal.

2. The article must be submitted as a double-spaced Word document (.docx only).

3. The maximum word count is 5000, including all notes, bibliography, captions and appendixes. Submissions of more than 5000 total words will be returned to the home unit for revision.

4. 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.**

5. The style guide used for all other aspects of the manuscript will be the **Chicago Manual of Style 17ᵗʰ Edition (2017).** This edition is available as an online source through the DePaul University Library. All grammar, punctuation, and other non-citation related formatting should refer to this manual. It is also the style guide that will be used by the editors to prepare manuscripts for publication. *Students should be advised to expect their work to be subjected to editorial correction before publication.*

6. Illustrations embedded in Word documents cannot be extracted; therefore, **all illustrations—graphs, images, tables, etc.—*must* be submitted separately from the Word text and at high resolution (300 dpi+) via the online system**. The CK Representative should check all images before submission to assure that they are at least 300dpi. If there is only one illustration it may be entered directly to the submission system. If there are multiple illustrations, they must be submitted in a .zip file via the online system. (Instructions for creating the zip file are provided in the application.) The location of graphs/figures within the paper should be clearly marked. Please note that if the submission has illustrations of any type they must be submitted separately in high-resolution files. Be sure to review manuscript for any needed captions, which should appear in the manuscript.

7. Any Images, graphs or illustrations taken from a website or from another publication may be included in a student's submission only by consent of the individual or entity who owns the copyright. The CK Representative is responsible for ensuring that any necessary permissions are submitted with the

student's manuscript by the due date. No manuscript necessitating but lacking appropriate permissions will be included in the journal, regardless of selection by the department or program.

8. As of the 2024 issue, to ensure uniformity across the issue, <u>the statement that formerly appeared at the bottom of the first page of each essay will now be created by the Editor from information submitted via the CK Representative on the Submission Form</u>.

9. Any extra information included in a manuscript—e.g., regarding departmental awards for the submission—may be placed at the end of the article, at the editor's discretion. Additionally, authors may include an optional acknowledgement statement at the end of manuscript (50 words or fewer).

10. If the submission is in a language other than English, a fully accurate English abstract must also be submitted.

11. Please consider selecting wait-listed papers to hold in reserve should the first-choice student decline to participate. *Students have been known to pull out of the process when faced with the additional work of revision*.

Model Timeline for Home Units

Many factors will go into these decisions. The following timetable was developed by a unit without an annual student conference and assumes that a board or committee will determine the selection. (Note that this process has already begun in some units.) **Since all substantive revision should be accomplished in the home unit, you will want to provide time for that prior to final submission**.

Early March   Home-unit editorial board is established; individual faculty representative is identified

Early March   Call for papers sent out to students

April 1   Students submit papers to unit editorial board or selection committee

April 2-May 14 Editorial board selects the submission, ensuring eligibility requirements have been met and that the student's work has not also been selected by another unit. **Only one instance of a student's work will be published in any one issue of** *Creating Knowledge*

May 15   Editorial board notifies student author of decision and need of revisions

June 15   Student submits revised version to editorial board

June 20   CK Representative identifies Faculty Sponsor—who will work with the student author and the editor through publication—if those two roles will be separate in the unit

June 27   Deadline for last-minute student revisions if necessary

June 30   Final version submitted via the *Creating Knowledge* application by *CK Representative*

What happens after June 30th?

The editor collates all submissions and edits as necessary. **The unit's Faculty Sponsor and the student author must be available by email and able to address questions in a timely manner during summer**. For this purpose, a student email address will be entered in the submission form, so the CK Representative should assure that the student knows to be checking that email in July and August. Summer contact will be necessary for editorial

queries and requested revisions, which are typical for submitted papers. After this stage is completed, the entire volume is submitted to the printers for the creation of the initial proofs. When those are received, the contents are submitted to a third round of correction. Submissions in foreign languages are returned to the respective language program as needed for final line-editing; the editor may also ask other Faculty Representatives to review proofs in specific cases. Once any corrections are received, the final version is returned to the printers. The finished product is typically received near the end of Autumn quarter. Copies are distributed to the home units and to all student contributors by the Dean's Office. Any home unit wishing to receive additional copies of *Creating Knowledge* need only contact the LAS Dean's Office.

March, 2025