

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. All contributions must be in Word (.docx) format.
2. They should be double-spaced.
3. There is a maximum limit of 5,000 words. This includes the main text, notes and any supplementary material (bibliography, appendices, captions, etc.)
4. 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.
5. 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.
6. While there is no set citation system for the entire journal, we do require that the one used be identifiable (MLA, Chicago, etc.) and used consistently within the paper. 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 expect their work to be subjected to editorial correction before publication.*