

## ***Creating Knowledge* Submission Guidelines for Home Units, 2023**

All home units—defined 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. If you have questions after the submission period has closed, please contact [Jane Baxter](#), Editor of *Creating Knowledge*.

Submissions are filed via a web application at the following url:

<https://lascollege.depaul.edu/CreatingKnowledge> This app will open on May 17th and close on June 30th. **Late submissions will not be considered.**

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. **The submission must be filed by a full-time faculty representative of the home unit. It may not be submitted by the student author.** This is to ensure that the paper filed is the official submission of the home unit, and that a faculty member in the home unit is responsible for shepherding the student's work.
2. Make sure the full name of the student author appears on the first page of the submission.
3. The article must be submitted as a double-spaced Word document (.docx only).
4. 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.
5. The citation system used in the submission is determined by the home unit. **We require only that it be an identifiable format (MLA, Chicago, etc.), and used consistently within the paper. The submission should reflect a thorough review of citations and list of works cited.** These have proven to be a frequent location of typographical errors and inconsistencies in form. **It is especially crucial that all bibliographic information be complete at time of submission as it is usually not possible to contact the student authors over the summer.**
6. The style guide used for all other aspects of the manuscript will be the **Chicago Manual of Style 17<sup>th</sup> 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.
7. 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.** 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.

8. 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 faculty 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.
9. Please insert an initial footnote, **using an asterisk after the paper title**, to provide the name/s of the instructor (and the course and term) for whom the paper was prepared, as well as the names of any faculty members involved in selecting and editing the submission.
10. If the submission is in a language other than English, please provide a fully accurate English abstract.
11. The manuscript preparation process should be a learning experience for the student that will extend their experience in the class for which the paper is produced. You should make time in the process to involve the student author/s. Should your judgment suggest that conferring with the instructor is necessary, please do so. You might also 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.**

Mid-February	Home-unit editorial board is established; individual faculty representative is identified
March 1	Call for papers sent out to students
April 1	Students submit papers to editorial board
April 2-May 14	Editorial board selects the submission
May 15	Editorial board notifies student author of decision and need of revisions
June 15	Student submits revised version to editorial board
June 20	Home-unit editorial board checks revised version
June 27	Deadline for last-minute student revisions if necessary
June 30	Final version submitted via the <i>Creating Knowledge</i> application by the designated faculty member.

### What happens after June 30th?

The editor collates all submissions and edits as necessary. **The unit's faculty representative must be available by email and able to address questions in a timely manner.** It is recommended that the faculty representative

have a means to contact their student author over the summer months, as many students do not check their DePaul email accounts over the summer or after graduation. Such contact may be necessary if a significant editorial query arises. 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. Once any corrections are received, the final version is returned to the printers. The finished product is received in mid-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 [Erica Godfrey](#) in the LAS Dean's Office.