

## **Creating Knowledge: The LAS Student Research Journal Political Science Department Submission Guidelines**

The Political Science Department welcomes high-quality submissions for possible inclusion in *Creating Knowledge: The LAS Student Research Journal* which is published annually by DePaul University's College of Liberal Arts and Social Sciences. Papers on any topic related to politics are welcome. Submissions can be empirical, interpretive, reflective, or theoretical and can touch on any of the subfields of political science (American, comparative, international relations, public law, or political thought).

### **Submission Guidelines:**

- Any student who wishes to submit a paper must first find a faculty sponsor. The faculty sponsor is responsible for reviewing the paper and offering suggestions for improvement. Any current member of the department is eligible to serve as a faculty sponsor. A department member may serve as a sponsor for a maximum of two papers.
- A student may submit more than one paper to the political science department and each paper must have a faculty sponsor.
- A manuscript submitted to the political science department must not be under consideration by other departments or programs. For instance, a student may not submit the same paper both to the political science and history departments.
- Only a currently-enrolled DePaul undergraduate may submit a manuscript. 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 as a major or minor Political Science.
- The project submitted for publication must have been written in a class taught during the four quarters prior to the deadline (i.e., Autumn, Winter, or Spring Quarter of the current academic year or Spring of the immediately preceding Academic Year). The qualification details outlined in this and the prior bullet will be verified.
- A paper authored by more than one student is acceptable. Co-authored papers must meet the same requirements as single-authored papers. Papers co-authored with faculty, staff, graduate students, or students from other universities are not permitted.
- Submission of a manuscript constitutes: (1) a pledge that the work is original and (2) consent to have originality verified.
- E-mail your paper to the political science department at: [polisci@depaul.edu](mailto:polisci@depaul.edu).
- So that papers can be reviewed blindly, you should remove all identifying information from the paper prior to submission.
- Your e-mail should include the subject heading: "Submission: Creating Knowledge." The text of the e-mail should include the following information:
  - name of author(s),
  - title of the paper,
  - name of faculty sponsor,
  - current standing of each author (e.g. sophomore, PSC major)
  - contact information for each author (e-mail and phone).
- Submissions are due by **midnight of the [deadline posted to the PSC website](#)**.

**Review Process:**

- A committee of three political science faculty will read all submissions and select one for publication.
- All submissions will be reviewed blindly.
- Committee members who are faculty sponsors will not participate in the assessment of his or her student's submission.
- Papers will be assessed on a variety of criteria including:
  - quality and clarity of thesis, argument, or explanation;
  - use of evidence and logic;
  - consideration of contending perspectives;
  - originality; and
  - quality of presentation (organization, writing, etc.).
- The review committee may ask the student to make minor edits prior to publication.
- If the department receives a number of high-quality submissions, papers that are not selected for publication may be showcased on the department's website.

**Manuscript Formatting:**

- The manuscript should be submitted as a Word document.
- The document should be double-spaced, with one-inch margins, and 12-point font.
- The maximum word count is 5000, including all notes, bibliography, captions, and appendices.
- All graphs/images should be submitted separately from the Word text and at high resolution (at least 300 dpi+). The locations of these images within the text are to be clearly marked.
- All submissions should cite using the "notes and bibliography" system of the latest edition of *The Chicago Manual of Style*. (This reference format is available via the "references" tool in Microsoft Word).