

Creating Knowledge Submission Instructions for Students

Are you a student and interested in submitting 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, it is extremely important that you contact the appropriate department or program to learn about its respective criteria and timetable.

You should make your submission via the department or program which bests reflects the academic discipline utilized in your paper. Thus if your paper is on an anthropological topic, you would submit your paper for consideration to the Anthropology Department. If it is historical in approach, you would submit your paper to the History Department, etc.

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 word limit of 5000. This includes the main text, notes and any supplementary material (bibliography, appendices, captions, etc.)
4. All graphs/images should 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.
5. While there is no set citation system for the entire journal, all submissions must follow a consistent method of citation

While departments and programs usually set their submission deadlines early in the spring quarter, you should check with the specific program for their exact deadline.