

***Creating Knowledge* Submission Guidelines for Home Units**

All home units—defined as departments, programs, and free-standing minors—in the college 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. If you have any questions or concerns, please contact Warren Schultz, Associate Dean for Undergraduate Studies and Editor of *Creating Knowledge*.

1. Submissions are filed via a web application at the following url:
<https://lascollege.depaul.edu/CreatingKnowledge>
This app will open on May 15th and close on June 30th. Late submissions will not be considered.
2. The submission must be filed by a full-time **faculty** representative of the home unit. It cannot be submitted by the student author. This is to ensure that the paper filed is the official submission of the home unit. If the paper is submitted by a faculty member other than the chair or director of the home unit, an email will be sent to the chair/director seeking his/her approval. Only after that is received (and duly noted in the system) is the application complete.
3. Please make sure the full name of the student author appears on the first page of the submitted paper.
4. The article must be submitted as a double-spaced Word document (**.docx only**).
5. 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.
6. The citation system used in the submission is determined by the home unit. We require only that it be used consistently within the paper. Please take the time to review thoroughly your submission's 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.
7. 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 illustrations embedded in Word documents cannot be

extracted, so if the submission has illustrations of any type they must be submitted separately in high-resolution files. Please make sure to provide any needed captions.

8. Please insert an initial footnote which provides the names of the instructor (and the course and term) for whom the paper was prepared, as well as the names of those involved in the selecting and editing of the submission.
9. If the submission is in a language other than English, please provide an English abstract.
10. *Other Suggestions.* You may wish to involve students as well as faculty in the editing process. **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.
11. *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. Since all substantive revision should take place at the home unit, you will want to provide enough time for that to take place prior to final submission.

Mid-February	Home-unit editorial board established
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.

12. *What happens after June 30th?* The editor collates all submissions and does another round of revision. After that 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 for final corrections, while the rest of the work is sent to student copy-editors hired from the English graduate program. Once these corrections are received, the final version is returned to the printers. The finished product is received in early to mid-Autumn quarter. Copies are distributed to the home units which are in turn responsible for sending copies to their student contributors. Any home unit wishing to receive additional copies of *Creating Knowledge* need only contact the editor.