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 Vandenb...
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 Creating Knowledge 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.