

Call for papers: *Journal of Student Research* 2007

Student's name
Department
Bemidji State University

A new edition of Bemidji State University's *Journal of Student Research* is in preparation. This notice is to remind faculty and students about the journal, to encourage faculty to serve as sponsors and editors for student papers, and to provide some technical guidance for contributors.

The *Journal of Student Research* is a mechanism by which Bemidji State University students (undergraduate and graduate) can present the results of their original research and/or other appropriate original investigative endeavors to a wider audience. The circulation of the *Journal of Student Research* will include area high schools, libraries, and various agencies. Students have found reprints valuable in graduate school and employment searches, and faculty have found reprints helpful in securing grants and contracts.

Faculty Sponsor/Editor: Faculty sponsor's name

THE FACULTY SPONSOR(S)/EDITOR(S)

A student wishing to submit a manuscript for publication must first secure a faculty sponsor with expertise in the general area of the project. The sponsor assume role of senior editor for the paper, and will be responsible for ensuring the originality, accuracy, and integrity of the material. The faculty sponsor will also be responsible for editing the paper, and ensuring the format is consistent with the required format for the journal. The publication coordinator will be a compiler and organizer, *not* a paper editor. ***Note that format specifications can be adjusted depending of the academic field.***

PROCEDURES

Submit an electronic version (via e-mail or CD-ROM) to R. Koch on or before May 9, 2008. Later dates may be granted upon request under special circumstances.

Dr. Rick Koch
Department of Biology
1500 Birchmont Dr. NE, # 027
Bemidji State University
rkoch@bemidjistate.edu

A note should be included with your paper that lists the email addresses for the student *and* faculty

sponsor. This date will allow time for some revision, if required. The documents should be in the latest version of Microsoft Word (Mac or Windows). Please make sure that all tables, figures, and diagrams are inserted in the text at the appropriate location for printing. **The submitted copies should be correctly formatted and ready to be printed as is.** R. Koch will insert page numbers and headers/footers.

FORMATTING SPECIFICATIONS

Margins

The body of the document (excluding title, author and abstract) should be in two-column format. The inside margin should be 1.25", while the outside margin should be 1.00". Choose mirror-margins (under 'page setup') to allow spacing for binding.

Type and Organization

The type should be Times (Mac) or Times New Roman (Windows). Type size should be 10 point, single-spaced. The title line(s) should be 20-point boldface, followed by a 20-pt., full width, boldfaced underline, all centered on the first page. The title should be in **Title Case** format.

Following the title, use standard 10-point font for the remainder of the document. Insert one blank line (10pt. font) below the boldface underline, then on

Instructions continued on back

next line type student author's name in boldface. On next line type department affiliation, then on the next line type Bemidji State University.

Insert three blank lines and enter the abstract. The abstract should be indented 1.00" from both margins and justified on both the left and right sides. At the end of the abstract, skip a line, then enter the faculty sponsor(s)/editor(s). Faculty sponsor/editor should be indented with abstract. Conclude with a final set of three blank lines.

The remaining text should be set in two columns, single-spaced, with left and right justification, 3.00" width per column, and 0.25" between columns. Each section of the text should be introduced by an appropriate heading, on an isolated boldface line (all caps). Headings generally include an introduction, material and methods, results, and a discussion; although different papers may warrant different headings. Subheadings are permitted when applicable and should be bold-faced in **Title Case**.

Indent the first line of each paragraph by 0.25". Do NOT include page numbers, since these will be incorporated as the articles are compiled.

At the end of the narrative, a short acknowledgements section may be added to thank faculty advisors, funding sources, etc.

Citations and References

All papers should have in-text citations, and should include a literature-cited section following the acknowledgements. Footnotes become problematic in setting final format and should NOT be used. The proper format for in-text citations is author, year.

One or two authors: DNA was isolated as previously described (Sambrook and Russell, 2001). DNA was amplified from tick genomic DNA as previously reported (Saiki, 1990).

Three or more authors: *I. scapularis* was primarily reported from the east-central part of Minnesota (Drew et al., 1988).

Two references referring to the same information: The blacklegged tick, *I. scapularis*, is the primary vector for the etiological agents of Lyme disease (McQuiston et al., 1999; Piesman et al., 1999).

If the author(s) is (area) named within the text. Format for citations and references largely follows the methodology of Drew et al. (1988).

References or Literature Cited

The literature cited section should include only references that have a corresponding in-text citation.

References should be unnumbered and alphabetized by the first name of the last author. Standard journal abbreviations should be used. The second and subsequent lines of references should NOT be indented, and this section should be single-spaced like the rest of the document, with the exception of a double-space between subsequent references. See the examples below. Note that the fourth reference is an article from an edited compilation and the fifth reference is in the format that should be used for a typical book.

LITERATURE CITED

Drew, M., K. Loken, R. Bey, and R. Swiggum. 1988. *Ixodes dammini*: Occurrence and prevalence of infection with *Borrelia* spp. in Minnesota. J. Wildlife Dis. 24(4): 708-710.

McQuiston, J., C. Paddock, R. Holman, and J. Childs. 1999. The human ehrlichioses in the United States. Emerg. Infect. Dis. 5:635-642.

Saiki, R. 1990. Amplification of Genomic DNA. pp. 21-27 in Innis, M., D. Gelfand, J. Sninsky, and T. White. PCR Protocols. Academic Press, Inc. San Diego, CA.

Sambrook, J. and D. Russell. 2001. Molecular cloning. A laboratory manual. 3rd Ed. Cold Spring Harbor Press, Cold Spring Harbor, N.Y.

Tables, Graphs, Graphics

Tables and figures should be used whenever possible to summarize data and trends. Tables and figures should be positioned within the body of the paper (usually within results) where appropriate. Adjust the width to a single column (3.00") or if necessary a full page (6.25"). Do NOT wrap text around tables or graphs. All tables and figures must be referred to in the body of the text.

Each **table** should be numbered consecutively and should include a descriptive title, beginning with Table, the table number and a period, then followed by the description (Table 1. ...). This description should be positioned *above* the table.

Each **figure** should be numbered consecutively, as they are referred to in the text, and include a caption, beginning with Figure, the figure number and a period, followed by a description (Figure 1. ...). The figure description should be positioned *below* the figure.

Questions? Want to review a completed paper?
Contact: Dr. Rick Koch – rkoch@bemidjistate.edu
PH: 218.755.2795