

Submitting to the Yale-NUS Undergraduate Journal

A brief guide for authors

Thank you for choosing to publish with the Yale-NUS Undergraduate Journal (YNUJ). We are a relatively new journal under the Yale-NUS College Society for Academic Research (YNSAR). This year, we embark on publishing the fourth volume of the YNUJ. Like the previous volumes, we are particularly interested in cross and inter-disciplinary work across a whole range of academic fields. You can find past volumes [here](#) to get an idea of the range of topics past submissions have spanned.

What is the YNUJ and YNSAR about?

Undergraduate research is often overlooked due to the general perception that undergraduate students lack the in-depth specialisation and knowledge to publish meaningful work. Yet, research at the undergraduate level can be vital for sharpening the abilities of students and providing experience for those considering a route in academia. By publishing the journal, YNSAR hopes to cultivate opportunities for students to improve recognise outstanding undergraduate student work.

YNUJ was established to offer students a forum that encourages them to write papers and think about issues beyond the confines of the classroom, and thereby to develop their own expertise. Keeping with the breadth of the Yale-NUS Common Curriculum, the range of subjects covered in the journal span multiple disciplines. We have grown significantly in the past three volumes with submissions from undergraduates across the globe. Our hope is that we may become a well-known undergraduate publication as we publish subsequent volumes of the journal.

What is this document about?

This document is meant as a brief guide for submissions. Here, we try to distil the most important details in your submission to the Yale-NUS Undergraduate Journal. The formatting guidelines in this guide are heavily derived from the Chicago Manual of Style (we are big fans!). However, there are minor modifications made to better suit our target audience.

If you wish to submit an essay or an article, please send your submission to yncacademia@gmail.com with the [Submission] tag in the subject line.

Feel free to contact the Editor-in-Chief, Alcan Sng (alcan@u.yale-nus.edu.sg) if you have any further questions regarding your submission.

Eligibility

1. Any research conducted while the author was an undergraduate at any recognised undergraduate institution.
2. Primary authors must be undergraduate students. Recent graduates may submit manuscripts for research conducted during their undergraduate careers.
3. Authors are welcome to submit multiple submissions.
4. Work published in the YNUJ may be published elsewhere, but we require authors to notify us in the event that the submission is republished in another venue.
5. Creative work, including prose, poetry, plays, paintings, choreography, musical compositions etc. will not be accepted.
6. Only submissions in English will be considered.
7. In general, your submission should present an original idea in an accessible manner and fully express an argument.
8. Submissions should be between 3000 to 8000 words, excluding tables, images, captions, references, and other figures.
9. Submissions should include a short abstract.

Submission Timeline

We publish one volume of the journal every year. Submissions are accepted on a rolling basis across a given year. The journal has quarterly rounds of review, with the beginning of each round marked by our publicised submission deadlines.

The deadlines for **2019 (Volume 4)** are as follows:

Round 1: February 7th

Round 2: March 11th

Round 3: June 20th

Round 4: September 22nd

In the past, we've noticed a trend of undergraduates waiting until round 4 to submit their work. We do not recommend this. While we realise that most undergraduates do research and complete papers over summer, the rush at round 4 means that less time and effort is afforded to each submission during the editorial stage. This is detrimental for you and the journal! Thus, we implore you to begin early and submit your pieces in the earlier rounds if possible.

Submissions Process

All submissions undergo the same review process:

1. Author submits paper for review.
2. Papers are anonymised and peer-reviewed by at least 2 undergraduates.
3. The results from the peer-reviewers are collated. There are three results that we will notify you of: (1) accepted, (2) revise and resubmit, or (3) rejected.
 - i. If your submission falls into (1) or (2), we will assign an undergraduate editor from YNUJ to work with you to content edit and improve your piece further.
4. At the end of each quarterly round of submission, the editorial team compiles these improved submissions for anonymised faculty review. Like point 3, there are three results that arise from this process: (1) accepted, (2) revise and resubmit, or (3) rejected.
 - i. If your submission falls into (1), we will publish your work in the volume four of the journal!
 - ii. If your submission falls into (2), you may continue working with the editor from YNUJ to work with you to polish your piece further, based on faculty feedback, before a re-submission for review.

File Formatting Guidelines

1. Submissions are accepted in any MS Word formats (doc., docx.). We are also happy to receive OpenOffice files in rtf. We will convert them to PDFs after we anonymise them.
2. Also include a brief abstract of your work.
3. Include your name, undergraduate institution, year of study, and email in the document.
4. With the above exception, eliminate all other references that would identify you in order to facilitate blind peer review. If you include references to your own work, avoid using the first person in connection with it.
5. Be sure that your file does not have visible editorial markups; that is, if you have edited your file with “track changes” or have made comments, remove those markings before submitting your file.
6. MS Word often mangles attached images, diagrams and tables. Thus, we require that you provide us with a copy of the images, diagrams and tables, if any, separately from the text document. Be sure however, to mark out with <brackets> where the relevant images, diagrams or tables should be inserted in your text document.

Document Formatting Guidelines

1. All text should be in Times New Roman.
2. Titles should be in 17 point font. Please be sure to at least include a working or intended title.
3. Body text should be 12 point font, double-spaced.
4. Footnotes should be in 10 point font, single-spaced, numbered consecutively and left below the margin at the bottom of the page.
5. Left-align all pages (do not justify) and use 1-inch margins on top and bottom, as well as right and left.

With the exception of the file and document formatting guidelines, we do not insist that your submission conforms exactly to our house style listed in the rest of this document.

Nevertheless, we encourage that you follow the style even at the peer-review stage. Peer reviewers are influenced by the care taken in preparation of a submission. Having a consistent and polished submission is ideal at all stages of the submissions process.

General Style

The YNUJ, while academic, is also interdisciplinary. Thus, we implore that you write in a plain style such that most able readers might understand it, and not hide behind disciplinary jargon.

Spelling

We generally follow US spelling conventions. For example, we use recognize rather than recognise.

Punctuation

The serial (Oxford) comma should be employed where necessary.

The em dash—not the en-dash—should be employed with no spaces for setting off text or highlighting an idea. En-dashes should be reserved for numeric ranges, while hyphens should be used for

Grammar

The historic present tense should be used for verbs pertaining to the actions of quoted parties: “Rawls claims that [...]”

Pay special attention to the distinction between “which” and “that.” Please refer to https://owl.purdue.edu/owl/general_writing/grammar/relative_pronouns/relative_pronouns_in_non_defining_clauses.html.

Pay attention, also, to any improper use of the nominative and objective pronouns. For example, "Jack, Jill, and me went up the hill" is incorrect, and should be replaced with "Jack, Jill, and I went up the hill."

Foreign Words

We recommend that you avoid Latin scholarly words and abbreviations. If required, note that commonly used Latin scholarly words and abbreviations should not be italicised: *ibid*, *et al.*, *passim*, etc. (*sic* is an exception).

Abbreviations

Other than such commonly accepted acronyms, provide the spelled-out form at first mention. Subsequently, write "the association", "the committee", etc., as relevant. However, use editorial judgement when this could cause confusion. For instance, if more than one association is referred to within a para or section, cite the full name followed by the acronym in parentheses at first mention, and the acronym for subsequent mentions.

We usually do without full stops in our abbreviations, at least when they are capitalised (US, VP, CEO). Abbreviations that include the final letter of the full form of the word (such as Dr, Mr, Mrs) should not have a full stop (period) after them. Other abbreviations (such as Maj.) are usually followed by a full stop.

Numbers

Ages: Always reflected in digits but spelled out when used in a range. E.g. "He was 2 years old / The 12-year-old girl" but "The young man looked to be in his twenties".

Page numbers: Inclusive page numbers should be elided as follows: 112–7 (not 112– 117 or 112–17) and 300–8 (not 300–308 or 300–08) (note en dash, not hyphen).

Quotations

We enclose reported speech in inverted commas, or quotation marks. In a departure from conservative British usage, but in keeping with the styles most commonly used in Singapore, we use double quotation marks for reported speech.

Quotations of 40 words or more should be indented on the left and right, and should not be enclosed in quotation marks. They should be double spaced, and printed in the same typeface and point size as the rest of the text. The first line of the paragraph following a block quote should not be indented.

In the case of in-text quotes (i.e., fewer than 40 words), the full stop at the end of the sentence should be outside the closing quotation mark unless the quote is (originally) a complete sentence.

Citation Guidelines

We prefer it if you use the footnote/endnote (or note–bibliography) system of citation. Be sure to include a list of references. We have tried to provide some examples here. Refer to the Chicago Manual of Style for further details and guidelines.

[Do not indent your citations from the margin like we do here. We only do so to better distinguish our guidelines from examples]

Yeoh, Brenda S.A. *Contesting Space in Colonial Singapore: Power Relations and the Urban Built Environment*. Singapore: Singapore University Press, 2003 (Orig. Publ. Oxford University Press, 1996).

Tan, Kevin Y.L., ed. *The Singapore Legal System*. Singapore: Singapore University Press, 1999. 1st ed., 1989.

Lee Gek Ling et al., eds. *Teaching English to Students from China*. Singapore: Singapore University Press, 2003.

[Note: *et al.* is used only when there are more than three authors or editors, and is set in italics and not preceded by a comma.]

Yeo Tiong Min, "Jurisdiction of the Singapore Courts", in *The Singapore Legal System*, ed. Kevin Y.L. Tan. Singapore: Singapore University Press, 1999, pp. 249–96.

Wong, John and Sarah Chan, "China's Outward Direct Investment: Expanding Worldwide", *China: An International Journal* 1, 2 (2003): 273–301.

For successive entries by the same author or editor, a 3-em dash replaces the name after the first appearance. The entries are arranged chronologically by year of publication.

E.g. Hill, R.D. *Rice in Malaya*. Singapore: NUS Press, 2012.

———. *Agriculture in the Malaysian Region*. Singapore: NUS Press, 2013.

Other Notes:

In accordance to Yale-NUS College's mission statement, YNUJ and YNSAR strive to make the content of our journal as inclusive and to respect diversity as much as possible. For some ways language can be written to be more inclusive, visit: <https://zapier.com/blog/communicate-inclusion-and-diversity/>

The editors reserve the right to make editorial revisions in articles.

All submissions are read carefully by our undergraduate peer reviewers and editors. In the past, about a third of the submissions were sent for faculty review. Please be advised that we do not provide evaluative reports on submissions that are not sent out for review. We would be happy however, to advise you on submissions matters.

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YNUJ and YNSAR will provide the author with a copy of the issue in which his or her work is published.