

URJP Submission Criteria

Publishing a scientific manuscript brings you into a conversation happening between many members of the scientific community throughout the world every day. Everyone has different opinions and unique perspectives to share in this conversation, and together we aim to understand and predict the human and non-human world. This is science. The Undergraduate Research Journal of Psychology at UCLA (URJP at UCLA) encourages you to join this conversation by publishing clear, inspiring, and accessible scientific content that expresses your unique, objective perspective. As you write and submit your manuscripts, also consider that you are writing to welcome your peers, and people of all ages and backgrounds, to join the conversation as well. The following guidelines are here to give you a sense of what we look for in a manuscript, and help you decide the way(s) you want to join the conversation of science by submitting one of two possible article types.

The Submissions Process

Your submitted article will go through a three step process from submission to acceptance. First, your manuscript will be pre-screened to make sure all of the parts are included. Second, we will review your manuscript. Third, if your paper is accepted or returned with a request for revision and resubmission, we will make the final decision to publish your paper. All accepted papers will be published in print and online through the URJP at UCLA.

- ❖ ***Pre-Publication Screening*** All submitted articles will undergo a brief screening before the review process begins. This screening is to ensure that your submission is ***complete*** and that it fits all the ***requirements of the article type*** you have chosen to write. Please read through the submission instructions carefully. If your article does not meet the specific requirements outlined below (e.g., word limit, required sections, etc) it will not pass the pre-publication screening. We will have to send it back to you without a review, which will put you later in line for review and delay the publication process.
- ❖ ***Your profile information*** If your article is accepted to the journal, we will feature it along with a profile description of you (the primary author). This is an extra effort to

help you become recognized for your work. Please include the following profile information:

1. A condensed author bio (250 words max): Your bio should include information about your major, educational and career aspirations, hobbies, etc. You may also include a photograph headshot if you wish; however, this is optional.
- ❖ **Copyright** Contributions will be considered for publication with the understanding that they are solely contributing to The Undergraduate Research Journal of Psychology at UCLA and have not been previously published elsewhere. Authors should include a statement with their initial submission indicating that the manuscript has not been published and is not under consideration elsewhere. By submitting to our organization, you give us The Undergraduate Research Journal of Psychology right to first punishment.
 - ❖ **IRB approval** For any original research articles involving human participants, you are required to provide evidence of IRB approval within the contents of your paper. Failure to do so will result in your paper being denied during the screening process. Authors should include a statement in the paper providing evidence of IRB approval.
 - ❖ **Conflict of Interest** Every time you submit an article for the URJP at UCLA (or any scientific journal) you are required to declare whether you have a conflict of interest. Make sure you answer these questions now, before you submit your paper!

Individuals who have independent roles in projects and who are responsible for the design, analysis, conduct, or reporting of the results of research performed (or to be performed) under a human subjects protocol must disclose whether or not they have a conflict of interest associated with the subject matter of the submission. ***A conflict of interest occurs when an author's financial or personal relationship, such as employment, stock ownership, or consultancies, inappropriately influences the content of the submission (e.g., how the results of his or her study are interpreted).*** A good rule of thumb for determining if something is a conflict of interest is "if in doubt, disclose." Conflict of interest does not necessarily negate a submission and it is a mandatory requirement.

This checklist pertains to the entire project team working under the protocol. Any individual who has a conflict must comply with university regulations and procedures for disclosure of financial conflict of interest.

Please answer the following questions:

Does any member of the project team (defined as UCLA and non-UCLA personnel working under the protocol) with substantive responsibility for the design, conduct or reporting of activities under the protocol, or any member of their immediate family (defined as spouse, dependent child and registered domestic partner) have any of the following relationships with the non-UC entity financing the research to be done under the protocol or the non- UC entity supplying materials, drugs or devices being tested under the protocol:

1. Yes No Positions of management (e.g., board member, scientific advisor, director, officer, partner, trustee, employee, consultant).
2. Yes No Equity interest (e.g., stock, stock options, investment or other ownership).
3. Yes No Rights to a pending patent application or issued patent to any invention(s), or license rights or copyright for software that has a direct relationship to the project proposed.

If the answer to any of the above is Yes, then each individual(s) with any "Yes" response(s) must submit a Human Subjects Financial Conflict of Interest Form **DIRECTLY** to the Conflict of Interest (COI) Committee for a separate review.

The following list gives some examples of conflict of interest.

- (a) A close relationship with, or a strong antipathy to, a person whose interests may be affected by publication of your paper.
- (b) Membership of a special interest group whose interests may be affected by publication of your paper.

Submission Requirements for the 2 URJP Article Types

Original Research Articles

A research article describes a novel study or set of studies that you have performed, which investigate one specific hypothesis. In the conversation of science, this is the equivalent of a clear and concise sentence, backed by solid research. ** Your Research Article must include a **Title Page**, an **Abstract**, **Key Words**, **Acknowledgements**, and **References Cited** sections, in addition to the sub-sections within the Body of the manuscript.

- ❖ **Title Page** This includes the title of your manuscript, the author's names, the author's affiliations (e.g., your university), the Acknowledgements section, and the contact information for the corresponding author.
- ❖ **Acknowledgements** Thank the people/organizations and funding sources that have supported the research.
- ❖ **Abstract** A brief, comprehensive summary of the contents of the article. This should be one single-spaced paragraph of no more than 250 words in length.
- ❖ **Key words** A list of up to five words or short phrases that are central and specific to your research. We will use these keywords to facilitate the retrieval of your paper from abstracting and indexing databases.

Body of Manuscript

Word limit: Maximum 6000 words, not including title page, abstract, or references. For formatting continuity, papers must be double spaced with 1-inch margins in Times New Roman 12 point font.

1. **Introduction:** Introduces the problem
 - o Presents the specific problem under investigation and describes the research strategy
 - o Places the work in a theoretical context by providing background information, and enables the reader to understand and appreciate its objectives
 - o States the hypothesis of the research study

2. **Methods:** Describes in detail how the study was conducted, including conceptual and operational definitions of the variables used in the study.
 - o Participants (describe the participant group information and history, how they were recruited, informed consent, subject payment, etc)
 - o Description of experimental procedure, equipment and materials used, etc.
 - o Description of types of measures and analyses used.
 - o Enables readers to evaluate the appropriateness of your methods and reliability and validity of your results
 - o Is detailed enough to allow other investigators to replicate the study
3. **Results:** Report results in a completely **objective manner** (interpretations belong in the discussion section)
 - o Include observations that run counter to expectation, null results, etc.
 - o Assume the reader has a professional knowledge of statistical methods
 - o Analysis of data should be appropriate to the research questions being asked
4. **Discussion:** Use this section to discuss your interpretation of the results of the project.
 - o Provide an interpretation of results, along with support for all interpretations, using evidence from the experiment combined with previous findings from other published studies.
 - o Should begin with a clear statement of the support or nonsupport for the original hypotheses
 - o Provide explanations that account for the results
 - o Offers alternative explanations if reasonable alternatives exist
5. **Conclusion:** Use this section to give broad future directions
 - o Usually no more than 1-2 paragraphs
 - o Puts research findings into a broader context of the field
 - o Offers future directions, next possible studies
 - o Does NOT simply reiterate article findings again

❖ **Figures** If inclusion of figures is applicable, they should follow APA style format. For more information on how to write an APA style paper, consult the *Publication Manual of the American Psychological Association, (2009) 6th edition*.

- ❖ **References Cited** All references should follow APA style format. Again, for more information on how to write an APA style paper, consult the *Publication Manual of the American Psychological Association, (2009) 6th edition*.

Literature Review Articles

A literature review article consolidates research on a specific topic and presents the bigger picture of what has been accomplished and where this particular field of research is headed. *Note that review articles DO NOT contain formal methods sections or statistical analysis sections.* If new findings are reported within the context of a review, they should not include all of the detailed methods and analyses. Ideally, you should submit new findings for publication as a research article, and only provide a summary of yours and other studies within a review article. This is because Review Articles are written to give readers a sense of the broad scope of a field, reveal loose ends in the research, and provoke new questions to be researched, rather than to validate a particular study or opinion.

****** Your Review Article must include a ***Title Page***, an ***Abstract, Key Words, Acknowledgements***, and ***References Cited*** sections, in addition to the sections within the body of the manuscript.

- ❖ **Title Page** This includes the title of your manuscript, the author's names, the author's affiliations (e.g., your university), the **Acknowledgements** section, and the contact information for the corresponding author.
- ❖ **Acknowledgements** Thank the people/organizations that have helped write, review, or offer feedback to your review article, but are not listed as authors. If your review article has a funding source, list that here as well.
- ❖ **Abstract** This is a brief, comprehensive summary of the contents of the review article. This should be one single-spaced paragraph of no more than 250 words in length.
- ❖ **Key words** This is a list of up to five words or short phrases that are central and specific to your review. We will use these keywords to facilitate the retrieval of your paper from abstracting and indexing databases.

Body of Manuscript

Word limit: Maximum 6000 words, not including the title page, abstract, or references cited. For formatting continuity, papers must be double spaced with 1-inch margins in Times New Roman 12 point font.

A Review Article begins with an **introduction** that explains the relevance of the topic of review and how it relates to the bigger picture. The bigger picture can include other fields of science, other aspects of society, means of advancing our understanding of a topic, solving a lasting problem, etc. remember that the main goal of a review article is to give a broad overview of a specific aspect of science for others to learn from and become interested in.

The **middle section** of a Review Article is often the bulk of the manuscript. It contains information from previously published research articles which is woven together to create a clear, objective story of what is known of the review topic. For example, if the topic of your (rather outdated) review article was on the discovery of a new and poorly understood animal called “an elephant”, you might describe how one research group confirmed that elephants have tails, another group found that elephants have thick skin, another group found that there is a high likelihood that elephants eat plants, etc. And your review would try to best paint the picture of what an elephant really is based on all of these bits and pieces of information that you and other scientists have collected in their investigations.

A review article often ends with a **discussion of the future directions** of the topic. This may include the possibility of new treatments, new methods, new understandings of the world, etc. The future directions will really depend on what you feel is the future of this topic or field of study you are reviewing. It is common to briefly describe new experimental directions that could be followed to advance the study of your review topic.

Methods: NONE

Results: NONE

Discussion: NONE

- ❖ **References Cited** All references should follow APA style format. For more information on how to write an APA style paper, consult the *Publication Manual of the American Psychological Association, (2009) 6th edition*.