

# Perpetua

## UAH Journal of Undergraduate Research

### Official Style Guide for Authors

#### Disclaimer

The contents of this style guide are for use as a suggested reference for prospective authors intent on submitting one or more research manuscripts completed while active as an undergraduate student at the University of Alabama in Huntsville. The purpose of this style guide is to achieve uniformity among journal submissions, which in turn would increase the efficiency of the Perpetua staff in editing manuscripts and assembling them for publication. It is not intended to be comprehensive across all subjects and disciplines. Failure to adhere to any one or more of the guidelines put forth in this style guide is not sufficient grounds for the rejection or reconsideration of a submission for publication.

#### I. Titles and Author Information

##### a. Titles

- i. Title pages are not required for submission to Perpetua, as all of the relevant information is required to be included in the Research Submission form that all authors are required to complete prior to submission.
- ii. Titles should be specific, informative, and succinct, but there is currently no limit in place regarding the length and constitution of titles to submissions.

##### b. Author Information

- i. Like titles, author information is not required to be included within a submitted manuscript, as it is also part of the information to be included in the Research Submission form.
- ii. All authors should include no less than their first and last names when submitting. Additional names, initials, or modifiers may be included at the authors' discretion.
- iii. Perpetua discourages the use of nicknames or pseudonyms.
- iv. Names of authors will be presented on a published manuscript in the exact order and with the exact spelling with which they were included on the Research Submission form.
- v. There is currently no limit to the number of authors whose names can be credited to a single submission.

#### II. Abstract

- a. An abstract is required with every submission to Perpetua.
- b. Abstracts should be no fewer than 100 words and no greater than 250 words in length.

- c. Abstracts should clearly state the focus, purpose, and importance of the work described in the manuscript.
- d. Abstracts should not contain references to any citations.
- e. Abstracts should be presented as the first paragraph in the body of the manuscript and should be labeled by the word “Abstract” in **bold** and *italicized*.

### III. Body Text

#### a. Spelling and Grammar

- i. Perpetua uses Oxford English spelling conventions (i.e. –ize suffixes instead of –ise, –or endings instead of –our, etc.)
- ii. Abbreviated terms should be presented in full on first use, with the abbreviated form in parentheses. The abbreviated form can be used from that point onward.
- iii. Quotations should be given in double quote marks, with single quote marks to designate quotes within quotes.
- iv. Quotations of more than 50 words should be set apart as a block quote.
- v. Latin terminology should be *italicized*.
- vi. Numbers from zero to nine should be spelled out, unless they contain decimal places.
- vii. Mathematical equations should be generated separately from text processing and included as figures, separated from body text by a single line above and below.

#### b. Formatting

##### i. Section Headings

- 1. First-level headings should be numbered with capital Roman numerals and in **bold**
- 2. First-level headings should also be separated from body text by a single line above and below.
- 3. Second-level headings should be unnumbered and in **bold** with no empty line below.
- 4. Third-level headings should be *italicized* with no empty line below.
- 5. All section headings should be left aligned.

##### ii. Typeface and Font Size

- 1. All body text, including abstract, section headings, main text, table contents, and any captions on figures, should be in size 10 Times New Roman font.

##### iii. Margins

- 1. Margins should be 1 inch on all sides of the paper.

##### iv. Spacing

- 1. Body text should be single-spaced and located in one column.

##### v. Paragraphs

- 1. All body text should be justified evenly between the margins.

2. There should be no additional spacing between lines or after line breaks
3. The first line of each paragraph (except for the abstract) should be indented by 1 inch.

#### IV. Tables and Figures

- a. All figures and tables should be numbered using Arabic numerals.
- b. Tables
  - i. There are no requirements for the style of tables used in a manuscript, but all tables included in a manuscript should have a consistent style.
  - ii. There should be minimal additional text formatting within tables.
- c. Figures
  - i. Figures should be high-resolution (minimum 300 pixels per inch).
  - ii. Figures should be appended with brief and concise captions detailing the content of the figure.
  - iii. All figures should be referenced parenthetically at least once in the body text.
  - iv. There should be no more than six figures within each manuscript.
- d. If inserted within the body text, tables and figures should not displace any of the body text in the opposite column.
- e. For larger tables and figures, Perpetua recommends the inclusion of a page designated specifically for tables and figures.

#### V. Reference List

- a. A list of referenced works should be included at the end of the manuscript.
- b. This section should be titled “References”.
  - i. Other titles, such as “Bibliography” or “Works Cited” will be changed to “References” if the manuscript is accepted for publication.
- c. All cited works should be included in this list, and no un-cited works should be included in this list.
- d. References should be arranged alphabetically by author.
- e. Citations should be formatted according to the standards enforced by the academic discipline under which the manuscript is categorized.

#### VI. Acknowledgements

- a. Acknowledgements can be provided in a short paragraph after the body text.