

Faculty Review Board

Dr. Angela Antipova

Assistant Professor
Department of Earth Sciences

Dr. Melissa Bamford

Instructor
Department of Sociology

Ms. Catherine Dice

Instructor
Department of English

Dr. David Dwiggin

Instructor
Department of Mathematical Sciences

Dr. Ron Fuentes

Assistant Professor
Department of English

Dr. Mihalios Golias

Assistant Professor
Department of Civil Engineering

Dr. Matthias Kaelberer

Professor and Chair
Department of Political Sciences

Dr. Mark Kaplowitz

Visiting Scholar
Department of Judaic Studies

Dr. Zhou Lu

Assistant Professor
Department of Computer Sciences

Dr. Chris E. Mueller

Associate Professor
Department of Counseling, Educational Psychology, and
Research

Dr. Ryan Parish

Assistant Professor
Department of Earth Sciences

Ms. Rhonda Powers

Instructor
Department of English

Dr. Meredith Ray

Assistant Professor
School of Public Health

Dr. Kevin Smith

Professor
School of Law

Submission Guidelines

Eligibility

QuaesitUM considers submissions from any current University of Memphis undergraduate student; eligibility also extends to those who have graduated within the last two non-summer semesters. Research reported must reflect University of Memphis student projects. All submissions must be faculty sponsored. Submitted texts may be single or co-authored, but all authors must have been University of Memphis undergraduate students during the time the research was conducted. Faculty members and graduate students are not eligible.

Content

Papers must discuss rigorous and analytical research performed by the author(s). Submissions should contain within the body of the text a section in which research methodology is described in detail.

All submitted text is to be the sole creation of the author(s) with the exception of correctly cited paraphrases and properly indicated quotations. Any research involving human subjects must have approval from the appropriate Institutional Review Board. Submitting authors are responsible for adhering to IRB guidelines. Check with your faculty advisor for further information.

QuaesitUM understands that various disciplines exhibit a variety of differences regarding textual genres. For this reason, there is not a stated specific minimum or maximum article length. However, QuaesitUM prefers articles with a length of no more than 8,000 words.

Format

All submissions must conform to the following guidelines. Submissions that do not will be rejected.

1. Remove all occurrences of author(s) names from the manuscript.
2. Include a cover sheet that contains name(s), date, title and name of faculty sponsor. Follow this cover sheet with a page containing an abstract of no more than 150 words.
3. All submissions must be in .docx or .doc format. Use the citation style (APA, MLA or Chicago) most appropriate for your area of research.
4. Regardless of the style used, all papers should conform to the following criteria:
 - Single-space the body of the text.
 - Use 12 point Times New Roman.
 - Include page numbers on all pages except for the title page.
 - Include a works cited page.
 - Papers must include endnotes. Footnotes are not accepted.

5. Figures and Tables

- Provide a separate file for each table and figure.
- Files must be a minimum of 300 pixels per inch (ppi).
- Files must be 1200 pixels wide.
- Figures must be JPEG, TIFF, PNG, EPS or PDF files.
- Tables may be submitted in the formats listed above for figures.
- Tables may also be submitted as separate Word or Excel documents.
- Do not embed figures and tables in the body of the text.
- Clearly indicate the placement of all figures and tables.
- Label all tables and figures and provide a corresponding caption at the appropriate location in your text.

6. Submissions may not be under review for publication elsewhere.

Review Process

A panel comprised of current University of Memphis undergraduate honor students screens all submissions. Papers meeting and exceeding this panel's criteria are forwarded to an editorial review board that consists of volunteer faculty members. Final selection decisions are left to the editorial staff – technical editor and two faculty advisors. This process is a blind review; the authors as well as the faculty who review the papers remain anonymous. This is the reason for requiring all names to be omitted from the body of submitted articles.

Deadline for Submissions

Papers may be submitted for review throughout the academic year. Please check our website at <http://www.memphis.edu/quaesitum/> for specific publication dates and deadlines.

Publication

QuaesitUM is an annual printed publication distributed near the end of the spring semester. With the author's permission, all papers will be made available online.