

SUMMIT CITY JOURNAL STYLE GUIDE

Style Manuals

An approved style manual must be used in combination with this Summit City Journal Style Guide. The Editorial Committee recommends authors use the most recent edition of the *Chicago Manual of Style*, but a style used in the author's specific discipline is also appropriate, such as the *Publication Manual of the American Psychological Association* or the *Modern Language Association Handbook for Writers of Research Papers*.

Responsibility for Format

The author is responsible for guaranteeing that the format of the submission is consistent and correct. The *Summit City Journal: A Student Research and Creative Endeavor Publication* editorial committee will refuse submissions that are not in an appropriate condition for publication.

Copyright

In addition to including citations for all sources, the author must acquire and provide written authorization to publish all copyrighted material that exceeds fair use allowances as outlined in the U.S. Copyright Office Fair Use Index.

Under fair use guidelines, the author will consider the purpose and character of use, nature of the copyrighted work, amount and substantiality of material included, and effect of the use on the potential market for the material. Authors may use the [Fair Use Index](#) for guidance as well as consult with a librarian or other faculty member to help determine if copyright permission is necessary. The author is responsible for finding and communicating with the copyright owner if permission is necessary.

DOCUMENT SUBMISSION REQUIREMENTS

Page Formatting

Font

- All body text should be in 12-point Times New Roman font.

Spacing

- All text should be double-spaced.
- 1” margins should be used on all sides.
- All paragraphs should be aligned to the left.

Headings

- Headings and sub-headings within the text are optional.
- Headings and sub-headings must be easy to identify and should follow a clear hierarchy.
- Additional heading formatting should follow the guidelines provided in the chosen style manual.

Page Numbers

- Numbering should follow the guidelines provided in the style manual for the author’s discipline.

Table and Figure Formatting

Tables

- Tables must be consistent in size and style throughout the document.
- Tables that fit on one page should not be split between pages.
- Tables should be placed close to the parts of text they supplement or collected into an appendix.
- Additional table formatting should adhere to the guidelines specified in the style manual for the author’s discipline.

Figures

- Figures should be clearly labeled, captioned, and formatted according to the style manual of the author’s chosen discipline.
- Figures should be placed close to the parts of text they supplement or collected into an appendix.

Word Count

The required word count varies by document type:

- **Artist Statement:** 200 – 300 words
- **Visual Essay:** 800 – 1,000 words
- **Article:** 2,000 – 5,000 words
- **Design Case:** 2,500 – 4,000 words

Final Submission Guidelines

- Any identifying information should be removed prior to submitting, including name(s) from headers/footers, the cover page, and the file name.
- All written works should be submitted as Microsoft Word documents (.doc or .docx).
- All standalone images should be submitted as JPG files (.jpg or .jpeg).
- All 3D scanning of physical works will be handled by the *SCJ* executive board through the Helmke Library Digital Arts and Humanities Lab.