

# *Acta Spartae* Submission Guidelines

Dr. Ethan Deneault, *Editor*

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## About *Acta Spartae*

*Acta Spartae* is an annual publication of research articles written by current and recently graduated undergraduates at the University of Tampa (UT) in conjunction with their research advisors. It is not open to submissions from outside of the UT community.

*Acta Spartae* is designed to encourage, recognize, and promote the vibrant undergraduate research community at UT by providing a forum for the dissemination of research and ideas produced at UT. Articles published in the journal describe original research and/or ideas that contribute to the advancement of scholarly knowledge. The journal is published once a year in a bound volume and is also available electronically at any time on our website: <http://www.ut.edu/ActaSpartae>

## 1 Eligibility

In order to submit a paper for publication in *Acta Spartae* you must be either:

- A current or recently graduated UT student who has conducted research at UT with a UT faculty mentor.
- A current or recently graduated UT student who has conducted research elsewhere, with or without a UT faculty mentor.

Primary authors must be undergraduate students who are current students or are within one year of graduation from UT, and are submitting research that was conducted during their undergraduate career. No manuscript will be accepted from UT Alumni beyond a year post-graduation.

*Acta Spartae* is a journal solely focused on the sciences and mathematics, as such, eligible students must be affiliated with any program in the College of Natural and Health Sciences or the College of Social Science, Mathematics and Education that offers a Bachelor of Science degree, as well as the degrees offered through the department of Mathematics. Submissions from students unaffiliated with the sciences and mathematics at UT are not appropriate for publication in *Acta Spartae*.

Work published in *Acta Spartae* may be published elsewhere. If the work is submitted to a secondary journal, it is requested that this information be made known to the *Acta Spartae* editorial board. It is the author's responsibility to be aware of the publication policies of other journals to which they may submit. The *Acta Spartae* editorial board is not responsible for violations of other journals' policies.

## 2 General Guidelines

Papers should be submitted electronically. The instructions for submission can be found at the Journal website: <http://www.ut.edu/actaspartae>. While papers can be submitted at any time, a hard submission deadline will be set annually for papers that wish to be included in the bound volume of that year. Any

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Adapted from the *Stanford Undergraduate Research Journal* and the Publications of IOP Press

paper submitted after this hard deadline will be considered for publication in the next year's bound volume. All papers accepted for publication in the journal will be included on our website.

The length of a paper should be 2000–4000 words. Papers much longer or shorter than this are not immediately rejected but will require revision before publication.

The Editorial Board will be responsible for reviewing and/or finding qualified referees among the UT faculty to review each submission. After review, the paper may be accepted as is, returned to the authors for revision, or rejected. If a paper is returned for revision, the Editorial Board will provide comments to the authors for their consideration. After the paper has been revised, the paper can be resubmitted, and if the comments from the Editorial Board have been addressed satisfactorily, the paper will be accepted for publication. Every effort will be made to ensure that each submission has to go through the revision and resubmission process one time, but no paper will be formally accepted until it meets the requirements and standards for publication set forth herein. Submission of a paper does not guarantee publication. The Editorial Board reserves the right to reject any paper that it deems does not meet the requirements and standards for publication in the journal.

Papers submitted to *Acta Spartae* are to describe original research and/or ideas that contribute to the advancement of scholarly knowledge. Submissions need not be related to ongoing or past research projects, and may be papers written as part of a research-oriented class offered by UT. In such cases, a limit of five papers per class will be accepted for publication in a given volume of the journal, and the papers up to the limit of five per class that will be considered for publication will need the recommendation of the faculty teaching the class.

Please direct any questions about the submission process to our email address: [acta.spartae@ut.edu](mailto:acta.spartae@ut.edu)

### 3 Style Guide

All submissions must conform to the standard rules of English grammar and syntax. In the interests of clarity, slang and jargon should be avoided.

Every submission must include in the body of the document the **title** and **subject area** of the article, the **author list** of the article, the **faculty advisor** of the student(s) on the author list. It should also include an **abstract**. Please see the sample article, which is available at the *Acta Spartae* website.

1. The reference list and text citations should agree and be accurate. All references cited in the text must appear in the reference list, and all references listed in the reference list must be cited in the text.
2. Acronyms and abbreviations should be spelled out the first time they are used unless they are common throughout the discipline. Terms defined in the abstract should be defined independently in the main text.
3. Symbols for chemical elements are in normal type, e.g., H<sub>2</sub>SO<sub>4</sub>. If applicable, the mass number precedes the symbol, e.g., <sup>12</sup>C, not carbon-12.
4. Use standard abbreviations for SI (e.g., m, km, mm) and other units (e.g., AU, torr). If English units such as inches or pounds per square inch are used, metric equivalents should follow in parentheses.
5. Expressions of rate, such as kilometers per second, ergs per meter, etc., are set as, e.g., km s<sup>-1</sup> and erg m<sup>-1</sup>, not km/s or erg/m. In tables, units should be specified in column or row heads, or explained in a footnote to the table, not given with each individual value in the table body.
6. Dates are written in the order: day, month, and year; e.g., 1 January 2015. In tables, use three-letter abbreviations for months, without a period; e.g., 1 Jan 2015.
7. Avoid beginning sentences with a symbol, number, or lower-case letter.
8. *The word “data” is plural and takes a plural verb.*

9. Closing quotation marks follow periods and commas but precede colons and semicolons.
10. In a series of three or more items, include an “Oxford Comma” before the final item, e.g., ”space, time, and matter.”

### 3.1 File Formats

It is encouraged that all authors prepare their submissions using the  $\LaTeX$  class file available on the journal website. Full details of how to use the macros are included with the files. Submissions in *Microsoft Word* filetypes (DOC, DOCX, RTF) and the *OpenOffice/LibreOffice* filetype (ODT) are also acceptable. If multiple files are included in the submission, they must be submitted as a compressed ZIP file.  $\LaTeX$  submissions which use customized packages must include those packages as part of the submission.

### 3.2 Figures

Figures and images submitted to the journal must be either vector images or raster images of at least 150 dpi. Vector images should be in Encapsulated PostScript (EPS) files or Portable Document Format (PDF) format. Raster images should be in Portable Network Graphics (PNG) or Joint Photographic Experts Group (JPG, JPEG) format. Graphics Interchange Format (GIF) images are always unacceptable.

If the image is copyrighted by a third party, appropriate copyright information and/or reference must be included in the figure caption. In some cases, a fee may be required for inclusion of a copyright protected image in the journal. Payment of fees for image licensing is the sole responsibility of the author. *Acta Spartae* is not responsible for any fees associated with the use of copyright protected images.

#### 3.2.1 Figure numbering

Figures should be numbered consecutively with Arabic numerals and should be cited in the text by number, e.g., “see Figure 1.” Each figure must be mentioned at least once in the text, and in proper numerical order. In the printed paper, the placement of figures will be determined by their first mention in the text.

#### 3.2.2 Figure Legends

Figure legends are required and should clearly and concisely label and explain figures and parts of figures. All lines (solid, dashed, dot-dashed, dash-dotted, etc.) and symbols (filled or open circles, squares, triangles, crosses, arrows, etc.) on a data plot should be explained in the legend.

### 3.3 Tables

For those not submitting in  $\LaTeX$ , Tables should be properly formatted using *Word* or *OpenOffice/LibreOffice* features for creating tables; do not fake the appearance of a table by using space or tab characters to position table entries horizontally and return characters to start a new line. Each row of data should be in a separate row of table cells, and you should let the program put page breaks in tables where it thinks best — do not break a large table into several smaller tables so as to spread it across several pages. Similarly, let the program break lines where it wants to. Empty cells are acceptable where appropriate, as are cells that span multiple columns or rows.

#### 3.3.1 Table Numbering

Tables should be numbered consecutively with Arabic numerals and should be cited in the text by number, e.g., ”see Table 1.” Each table must be mentioned at least once in the text, and in proper numerical order. In the printed paper, the placement of tables will be determined by their first mention in the text. Tables should not be divided into parts, e.g., related tables should be numbered separately, not given as Tables 3A and 3B.

### 3.4 Citations

References should be cited in text by the last name of the author(s) and the date of publication (Hale 1929). There is no comma before the date. For papers with two authors, join author names with an ampersand (Press & Rybicki 1992). Papers by three or more authors are cited by the first author followed by “et al.” and the date (Goodman et al. 2003). References used as a noun in a sentence are written with parentheses around the date only, i.e. “Einstein (1905) remarked. . .” or “As we see in Burbidge et al. (1957)”.

### 3.5 References

All sources cited in the text and tables must appear in the reference list at the end of the paper, and all entries in the reference list must be cited in the text. Reference entries should be ordered alphabetically, starting with the last name of the first author, followed by the first author’s initial(s), and so on for each additional author. For papers with more than five authors, the last name and initials of the first three authors only should be listed, followed by a comma and “et al.” Multiple entries for the same year should be distinguished by appending sequential lower-case letters to the year, even if the author groups are not identical: e.g., Smith, E., Rowe, T., & Jones, A. B. 1999a; Smith, A. B., Thomas, J. R., & Peebles, P. J. E. 1999b; Smith et al. 1999c (because all would otherwise appear as “Smith et al. 1999” in the text).

Unpublished material, such as personal communication and unpublished works should not appear in the reference list. They must be referenced in a parenthetical reference in text. Personal or media websites and internet-only reference material; i.e. [wikipedia.com](http://wikipedia.com), are considered “unpublished” and should not be used. Preprints, such as from <http://arxiv.org>, may be listed in the reference list if no other published form is available. Works not yet published, but have been submitted or accepted may be marked as “submitted” or “in press”.

#### 3.5.1 Examples

Examples are given here of some of the most common citation formats.

Arrangement of references follow a general pattern:

<Author Name(s)><Year of Publication>, <Article Title, Optional>, <Journal Abbreviation>, <Volume Number>, <Page (or Page Range)> <DOI Number, required if available>

Journal Abbreviations for many, though not all journals can be found here:

Index Medicus: [http://www2.bg.am.poznan.pl/czasopisma/medicus/med\\_A.htm](http://www2.bg.am.poznan.pl/czasopisma/medicus/med_A.htm)

ADS Index: [http://adsabs.harvard.edu/abs\\_doc/refereed.html](http://adsabs.harvard.edu/abs_doc/refereed.html)

#### Journal Paper

Martín, E. L., Rebolo, R., & Zapatero Osorio, M. R. 1996, ApJ., 469, 706 doi:10.1086/177817

Aguirre, J. E., Ginsburg, A. G., Dunham, M. K., et al. 2011, ApJS, 192, 4 doi:10.1088/0067-0049/192/1/4

#### Book

Donat, W., III, & Boksenberg, A. J. 1993, The Astronomical Almanac for the Year 1994, Vol. 2 (2nd ed.; Washington, DC: GPO)

Where specific pages of a book are cited, these should be given at the text citation, not in the reference list, e.g., (Jankowski and Bobbinson, 2014, p. 335).

#### Paper or Chapter in an Edited Collection

Huchra, J. P. 1986, in Inner Space/Outer Space, ed. E. W. Kolb et al. (Chicago, IL: Univ. Chicago Press), 65

### **Conference Proceedings**

Salpeter, E. E., & Wasserman, I. M. 1993, in ASP Conf. Ser. 36, Planets around Pulsars, ed. J. A. Phillips, S. E. Thorsett, & S. R. Kulkarni (San Francisco, CA: ASP), 345

**Electronic Conference Proceedings (published only online)** These references are rarely used, as the website's URL is not permanent. Please use with care.

Gomez, M. 2000, in Cosmology 2000, ed. M.C. Bento, O. Bertolami, & L. Teodoro (Lisbon: Inst. Superior Tecnico), 57, <http://alfa.ist.utl.pt/bento/cosmo2000/proc/proceedings.html>

**Electronic Newsletters (published only online)** These references are rarely used, as the website's URL is not permanent. Please use with care.

Hermoso, D. 1996, ESA IUE Electron. Newsl. 46, [http://www.vilspa.esa.es/iue/nl/newsl\\_46.html](http://www.vilspa.esa.es/iue/nl/newsl_46.html)  
Bersier, D., et al. 2004, GCN Circ. 2544, <http://gcn.gsfc.nasa.gov/gcn/gcn3/2544.gcn3>

### **Instrument Documentation**

Gussenhoven, M. S., Mullen, E. G., & Sagalyn, R. C. 1985, CRRES/SPACERAD Instrument Description, Document AFGL-TR-85-0017 (Hanscom, MA: Air Force Geophys. Lab.)  
Spitzer Science Center. 2004, Spitzer Observers' Manual (Pasadena, CA: SSC), <http://sirtf.caltech.edu/SSC/obs/>

### **Preprints**

Smith, A. B. 1999, arXiv:astro-ph/9812345 (style for preprints before April 2007)  
Smith, A. B. 2007, arXiv:0702.1234 (style for preprints after April 2007)  
Lockwood, G. W., & Skiff, B. A. 1988, Air Force Geophys. Lab. preprint (AFGL-TR-88-0221)