
Articles submitted to the UMBC Review come from a variety of disciplines. Authors should identify and consistently follow the style guide typically used in their discipline, e.g. APA, MLA, etc.

In addition, the UMBC Review asks that authors also follow guidelines specific to the UMBC Review as outlined below:

Faculty Approval:

- The article, as written, has been approved by the faculty mentor.

Audience:

- The article is written to be understandable to well-educated non-specialists, to the extent feasible. This may require definitions of technical terms and background information.
- The article explains why the research topic is relevant to the general public or to the nation as a whole.

Content:

- The article should present original research that was conducted on-campus by an undergraduate UMBC student.
- Multiple authors are allowed, but the primary author must be a UMBC undergraduate at the time when the work was completed.
- The article must clearly describe the motivation for the work, the research methods, and the results.

Body and Format:

- The article is double-spaced and in 12-point Times New Roman font (where appropriate).
- The submission is written in the past tense, describing work completed and results.
- The article begins with a strong opening paragraph that says what the research is and why it is important
- Margins are left-justified with paragraph indentations. Indents should be created using the indent key only. No indenting should be created with the spacebar
- Headlines, subheads, and other text should not be in all capital letters except for acronyms, such as NATO
- Page numbers should not be included in the final text, as the numbers will change in typesetting.
- Headers and footers should not be used; these cause problems with design.

Tables, Graphs, and Figures:

- Tables and figures are labeled with the word “Table” and “Figure” written out in full.
- All figures and tables are referenced in the text with the full word.
- All tables, graphs, and figures have titles.
- All graphs have labeled axes, including units.
Punctuation:

- A single space is used after the period at the end of a sentence.
- Where a slash is used for single-word options (either/or choices) – no spaces appear around the slash
- Where a slash is used to separate two phrases there are word spaces around the slash
- A comma is consistently used (or not used) before the final element in a series.
- Compound adjectives are hyphenated.
- Punctuation is located inside quotation marks.

Conjunctions and Abbreviations:

- Standard form is used for abbreviations: “i.e.,” “et al.” and “e.g.,”
- The word “and” is used (not “&”).
- Filler/connector words such as “thus” or “however” are used rarely, if at all.

Numbers:

- Numbers under 10 are written out, e.g., “nine” not “9.”
- Ordinal numbers follow the same rule: first, ninth, 10th, 20th etc...

Endnotes:

- Endnote numbers are superscripts located outside the punctuation marks.
- When a single sentence has two endnotes, the numbers are separated by a superscripted comma.
- WE DO NOT PUBLISH FOOTNOTES.

Demystification Paragraphs:

- Describe how you came to study your research topic and give a quick introduction to your research project.
- Limit the paragraph to 200 words.
- Write in the first person.
- Vary sentence structure to limit the use of the word “I” to no more than once in every other sentence.
- Use periods for “Ph.D.” and similar abbreviations.
- Do not capitalize seasons. Seasons with years do not use "of," e.g., "fall 1992" not "fall of 1992"
- Refer to all honors and memberships by their full, correct names.
- Provide all information in one paragraph.
- Use lowercase for the names of majors except when the major is a language. (http://www.umbc.edu/umbestyle/writing_stand.pdf)
- Use formal names for majors, not abbreviations or short-hand names.
While the following should be obvious when publishing written material, the UMBC Review asks that the authors and editors read again for the following, so that simple language grievances are not made:

**Things to look for:**

- General logic
- Noun-verb agreement
- Correct formation of plurals and possessives
- Consistent tense
- Proper italicizing and capitalizing of scientific words
- Consistency of capitalization, italicization, etc.
- Word choice, particular commonly misused words for informal language
- Parallel construction within sentences and lists