



## **INFORMATION FOR DEPARTMENTS AND FACULTY**

### **What is SURG?**

Studies by Undergraduate Researchers at Guelph, or SURG, is a refereed, multi-disciplinary electronic journal that publishes research articles by University of Guelph undergraduate students. Developed through the co-operation of the University's Office of Research and the Library, SURG is an open-access journal, available for free to everyone with access to the Internet.

### **Why has SURG been created?**

The mission of SURG is to provide undergraduate students with exposure to the academic publication process and provide them with a means to publish work that might not meet the requirements of mainstream academic journals.

### **What will be published in SURG?**

Original research articles or reviews written by undergraduate students (primarily based on summer research or fourth year thesis and research courses) will be eligible for publication in SURG. If faculties feel that another form of research paper merits inclusion in the journal, this can be discussed with the Editor. Submissions are welcomed and encouraged from all disciplines represented at the University of Guelph.

### **What is the submission process?**

Creating a multi-disciplinary journal presents a number of challenges, as each discipline has its own style of writing and review. To provide the most flexibility and to promote campus-wide participation, the specifics of the review process will be decided by each department, based on their own unique needs and interests. General guidelines have been set up to aid departments in forming their review panels:

1. Articles submitted for review must be recommended to the panel by a student's faculty supervisor or course coordinator. Departments may wish to limit the number of articles put forth to ensure a speedy review process. One person within each department should be identified to receive submissions, for example the departmental secretary or faculty advisor.
2. The review panel will examine submissions for originality, integrity, and quality of writing. Panels must have involvement from faculty and ideally undergraduate students. For example, the review panel could be in the form of an undergraduate curriculum committee, or a student association with an associated faculty advisor.

3. For each major hosted within a department, the review panel will select up to two articles to represent that major in each issue of SURG. Submissions based on winter research will be published in the fall issue, and submissions based on summer and fall research will be published in the winter issue. Final approval of all articles rests with the journal's editor.

### **When will SURG be published?**

SURG is published twice a year, in the fall and winter semesters. The first issue was released in October 2007.

### **I am concerned about copyright and republication issues.**

SURG is mindful that faculty in certain disciplines may wish to republish part of a student's work as part of a larger manuscript in another journal. To allow for this, copyright of articles published in SURG will remain with the article's author, under a Creative Commons licence. Submissions will be expected to acknowledge and list as authors all who assisted in the authorship of the article, including the student's faculty supervisor and graduate students. Authors will have the responsibility to:

- Examine the republication policies of other journals they wish to publish in,
- Seek permission to republish any material (e.g. maps, figures, tables, photos, etc.) used in their article and ensure due acknowledgement is made, and
- Seek permission to use any intellectual property for which they are not the sole owner from the property's owner or co-owners

### **How can I encourage student participation?**

If you are a research or thesis course coordinator, or supervise undergraduate students, please make them aware of the opportunity to have their work published in SURG. As a course coordinator or faculty supervisor, you will have the opportunity to recommend articles to your department's review panel.

### **What are the publication deadlines?**

Papers based on Winter Semester research are due in May and are published in the following Fall issue. Papers based on research from the Summer and Fall Semesters are due in January and are published in the following Winter issue. Specific dates of publications deadlines can be found on the SURG website.

### **Where can I find out more information?**

SURG is available online at <http://www.uoguelph.ca/~surg>. Questions and other concerns may be directed to the SURG editorial team via e-mail at [surg@uoguelph.ca](mailto:surg@uoguelph.ca).