Default Question Block

Explorations Volume 11 Full Manuscript Submission
(by invitation only)

**Deadline:** March 20, 2019 at noon

Congratulations on reaching the full manuscript stage with *Explorations*! Your work could be published in our eleventh volume--how exciting!

To ensure that you can complete your submission in a single sitting, please review the **section details** below and collect the necessary information and materials. **If you have co-authors**, be sure to prepare your submission **together**. We also want to remind you to always keep your faculty advisor in the loop when submitting to journals. Please do not hesitate to direct any questions to your editorial team or to explorations@tamu.edu.

**Quick Links:**

1. [Full Manuscript Template](#)
2. [Use of Headings in the Template](#)
3. [Supplemental Materials Checklist](#)
4. [Copyright Agreement](#) (if selected)

**Section Details:**
Section 1: Primary Contact Information
If your work has multiple undergraduate authors, please decide on a single member who will be responsible for submitting this form. You will have a chance to enter everyone's information later.

- UIN
- First Name
- Last Name
- TAMU Email Address
- Permanent Email Address
- Mobile Number

Section 2: Co-Author(s) Information
Enter information for up to 6 co-authors (total of 7 authors). If you have additional undergraduate co-authors, please email UINs, Full Names, and TAMU Email Addresses to explorations@tamu.edu.

Are there multiple undergraduate authors for this work?

- Yes - Enter the UIN, Full Name, and TAMU Email Address for up to 6 co-authors.
- No - Skip to the next section.

Section 3: Faculty Advisor Information
Projects submitted to *Explorations* must have been conducted under the mentorship of a Texas A&M faculty advisor. If your full manuscript is selected to move forward, your faculty advisor(s) will be asked to review and approve the final article and copyright information, as well as verify research any necessary compliance information. Remember to work closely with faculty advisors as you progress through the steps to publication with *Explorations*.

- Faculty Advisor First Name
- Faculty Advisor Last Name
- Faculty Advisor Department
- Faculty Advisor TAMU Email Address

**Multiple Advisors?** If your full manuscript submitted is selected to move forward, you will have the opportunity to enter the information for multiple faculty advisors. For now, we only need a primary faculty advisor who will be responsible for signing off on your work. However, remember that it is your responsibility to keep all necessary parties informed of your progress in *Explorations*.

**Section 4: Research Compliance Verification**

Research compliance approval(s) must be obtained prior to initiation of any research project if the project involves human subjects, vertebrate animals, or biohazards. By submitting your work for publication in Explorations, you, your faculty advisor, and any undergraduate co-authors acknowledge that you have been guided by the appropriate committee(s) and have obtained any necessary approvals.

Visit the Research Compliance & Biosafety website for more information about how to ensure your project is compliant with federal, state, and institutional regulations. Discuss all research compliance matters with your faculty advisor.

Does your research involve human subjects, vertebrate animals, or biohazards? Select all that apply.

- Human Subjects
- Vertebrate Animals
- Biohazards
Enter your research compliance protocol number, if applicable/available.

Section 5: Full Manuscript Information

Enter the title of your work (maximum 200 characters including spaces allowed).

Enter your full manuscript abstract (maximum 1,000 characters including spaces allowed).

Do you have concrete results/project outcomes?

- Yes
- No

List 4-8 key words or phrases that best describe your work. Separate words and/or phrases with a semicolon (;).

Section 6: Submission Checklist

Keep in mind that Explorations prefers supplementary materials created using the following software:

- Microsoft Word: Excel, Word, and/or PowerPoint
- Adobe: Illustrator, InDesign, and/or Photoshop

However, let us know if you used different methods or software to create your materials. We are excited to learn how we can best display your work and the work of others in your field.

Preferred File Formats

- Photographs should be JPG/JPEG or RAW format.
- All photographs should be at least 300 PPI (pixels per inch).
- Videos should be MP4, MPEG, or AVI format.
- Audio files should be MP3 format.
- Tables should be submitted as individual Excel (.xlsx) files.
- Diagrams and charts should be submitted as individual Microsoft Word (.docx) or PowerPoint (.pptx) files.
- Other figures/images created with more advanced software or programs can be submitted as PDFs, JPG/JPEGs or PNGs at this time, but contact your editing team to find out what file format we may be later on in the process.

Did you or your co-author(s) personally create ALL of the figures (diagrams, graphs, tables, photographs, videos, audio recordings, etc.) included in your full manuscript?

- Yes - Continue to additional questions.
- No - Continue to additional questions.

If yes:

- What software or program(s) did you use to create the figure(s)? List all software or programs that apply.
- Are all of your figures numbered consecutively and referenced in the body text of your full manuscript?
- Is all personally identifiable information removed from your full manuscript?
- Do you have 10 or fewer references in your full manuscript?

If no:

- If no: Which figures did you create (if any) and which figures are you using from other sources? Identify the figure(s) using the labels from your full manuscript. Be as specific as possible.
- If no: Where did you obtain the figure(s)? List websites, book names, or other available information. Identify the figure(s) using the labels from your full manuscript. Be as specific as possible.
- If no: Do you already have written permission to use the figure(s) you did not create? Identify the figure(s) using the labels from your full manuscript. Be as specific as possible.
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Section 7: File Upload - Supplemental Materials
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• Other figures/images created with more advanced software or programs can be submitted as PDFs, JPG/JPEGs or PNGs at this time, but contact your editing team to find out what file format we may be later on in the process.

Upload a zipped file that contains all supplemental materials. Reference the checklist to make sure your upload meets our specs!

[UPLOAD BOX]

Section 8: File Upload - Full Manuscript
Upload your full manuscript file in Microsoft Word format. Remember that submission review is still anonymous at this stage. Leave all names and identifying information off your document!

[UPLOAD BOX]

Note: Publishing in *Explorations* should not prohibit you from publishing your research in another professional or field-specific journal. *Explorations* asks authors to write for a generally educated audience. Instead of offering detailed information regarding your data and methods, authors should instead describe the results and outcomes of the research in a way that summarizes the overall importance and impact of the work.

**Primary Contact Information**

*Enter your UIN.*

*Enter your first name.*

*Enter your last name.*

*Enter your Texas A&M email address (e.g., yournetid@email.tamu.edu).*

*Enter your permanent email address (e.g., your-personal-email@gmail.com, your-personal-email@yahoo.com, etc.).*
Enter your mobile phone number (e.g., 979-845-1957).

Co-Author(s) Information

Are there multiple undergraduate authors for this work?

Yes
No

Co-Author 1 - UIN

Co-Author 1 - Full Name

Co-Author 1 - TAMU Email Address

Do you have a second co-author to add?

Yes
No

Co-Author 2 - UIN

Co-Author 2 - Full Name
Co-Author 2 - TAMU Email Address

Do you have a third co-author to add?
Yes
No

Co-Author 3 - UIN

Co-Author 3 - Full Name

Co-Author 3 - TAMU Email Address

Do you have a fourth co-author to add?
Yes
No

Co-Author 4 - UIN

Co-Author 4 - Full Name
Co-Author 4 - TAMU Email Address

Do you have a fifth co-author to add?
Yes
No

Co-Author 5 - UIN

Co-Author 5 - Full Name

Co-Author 5 - TAMU Email Address

Do you have a sixth co-author to add?
Yes
No

Co-Author 6 - UIN

Co-Author 6 - Full Name
Co-Author 6 - TAMU Email Address

Faculty Advisor Information

Faculty Advisor Q&A

What if I have multiple faculty advisors?

That's great! You'll have the chance to give us their information later, but we only need your primary faculty advisor's information right now. However, remember that it is your responsibility to keep other advisors informed of your progress in *Explorations*.

*Enter the first name of the faculty advisor who will approve your work.*

*Enter the last name of the faculty advisor who will approve your work.*

*Enter the department of the faculty advisor who will approve your work.*

*Enter the email address of the faculty advisor who will approve your work.*

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**Does your research involve human subjects, vertebrate animals, or biohazards? Select all that apply.**

- Human subjects
- Vertebrate animals
- Biohazards
- None

**Enter your research compliance protocol number, if applicable/available.**

**Full Manuscript Information**

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Yes
No

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Yes
No

Is all personally identifiable information removed from your full manuscript?

Yes
No

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Yes
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File Upload: Full Manuscript

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