

Submission Guide

The University Scholar has three editorial boards and considers submissions in three categories: Scholarly Essays, Creative Writing, and Visual Artwork. For each issue, current UD undergraduates are welcome to submit one essay and/or short story, up to four poems, and as many as five images of visual artwork.

While there is no established length limit, *The University Scholar* has seldom published pieces of writing that exceeded fifteen double-spaced pages in typescript. The norm is substantially shorter.

To submit a work for possible publication, prepare it according to the style guides below and submit it via the Google Form on the [University Scholar webpage](#) on the UD website. Submit all written work as a Word Document with the title of the work as the document name. Submit all visual artwork as a JPG with the title of the work as the document name.

To ensure anonymity as our editors review your submission, please remove any personal information from the file you submit (e.g., the heading and header of a scholarly essay written in MLA format).

Style Guides

Scholarly Essay

- Double-space all text, including block quotations.
- Minimize the use of diagrams, charts, and other complex graphics.
- Leave only *one* space after a period, not two.
- Use the serial comma (Kant, Hegel, and Kierkegaard).
- Hyphenate all compound adjectives appearing before a noun (well-wrought urn).
- Use the most recent version of MLA works-cited format. Note that a brief parenthetical citation should be inserted just prior to the closing period of each sentence that includes a quotation or idea that requires attribution.
- Use numbered footnote format for supplementary explanations.
- Make sure all citations are complete. Do not omit publication dates, page numbers, or any other essential information.
- Do not use Roman numerals in citations; use Arabic numerals (*Oth.* 1.2.24-32).
- Capitalize divine pronouns (e.g., He, Him, His, One). Do not capitalize relative pronouns (who, whom, whose) relating to God.
- Singular possessives all take apostrophe -s except Jesus, Moses, and Greek names of more than two syllables ending in -es, as per the Chicago Manual of Style (Jesus', Moses', Demosthenes', but Zeus's, the fox's, Phares's, Charles's, etc.).
- Double-space block quotations as in the rest of the text.

- When citing only two or three lines of poetry within your text, use the slash mark (/) and leave a space both before and after it.

Creative Writing

- Double-space the text of a story; represent the lineation of a poem exactly as you wish it to be printed. (If pagination obscures the presence or absence of a stanza break, please specify “[stanza break]” or “[no break]” near the right margin.)
- Left-justify poems unless you have a very good reason to do otherwise.
- Be consistent: either capitalize the first letter of each line of a poem or capitalize a line’s first letter only when it is also the beginning of a new sentence.
- Leave only *one* space after a period, not two.
- Use the serial comma (Kant, Hegel, and Kierkegaard).
- Hyphenate all compound adjectives appearing before a noun (well-wrought urn).
- Singular possessives all take apostrophe -s except Jesus, Moses, and Greek names of more than two syllables ending in -es, as per the Chicago Manual of Style (Jesus’, Moses’, Demosthenes’, but Zeus’s, the fox’s, Phares’s, Charles’s, etc.).

Visual Artwork

- Never submit originals; submit only electronic files of images.
- Non-photographic artwork (e.g., drawings, paintings, prints, sculpture, ceramics) must be photographed or scanned.
- You may submit images that are not publication-quality. If your work is selected, however, you must then promptly supply a publication-quality image.