New Horizons: VMI Journal of Undergraduate Writing
General Guidelines for Manuscript Submission

Deadline for submissions: 2nd Monday in October (for consideration in volume published the following April.)

Do not submit paper copies of manuscripts or supporting materials. All submissions must be in electronic form, submitted via email to newhorizons@vmi.edu.

The text of the manuscript must be submitted in standard VMI-supported word processor format (MS WORD)

All figures should be submitted as separate files (one file for each figure), with the filename reflecting the identity of the figure (i.e., "*Figure1.jpg*").

The body of the manuscript should include the following components in this order, with headers indicating each:
Title
Author, Major, Class
Mentor's name (use academic rank), **Mentor's Department**
Abstract: No more than 300 words.

Manuscript:
- Must be no more than 6000 words total, excluding tables, figure legends, and bibliography (if applicable).
- Use 12 point Times New Roman font for all standard text.
- Use double line spacing and left-justification throughout the manuscript.
- Page margins should be 1" on all sides on **all** pages.
- Do not include headers, footers, or pagination.
- Number all equations sequentially, identified by "(Eqn. *X*)" where they appear and referred to as such in the text.
- Spell out all one-digit numbers (one, nine, eight) unless they are followed by a standard unit of measure (1 cm, 9 kPa, 8 Hz).
- The manuscript should be written for a general audience; avoid the use of jargon, and define terms specific to your field of study wherever appropriate.

Acknowledgments: Immediately follows text body, and does not appear on a separate page. Be sure to acknowledge any grants (VMI, extramural, etc.) that provided funding for the project. Academic scholarships to the student author (ROTC, etc.) should likewise be acknowledged. Keep this section brief, and limit mention to those individuals who contributed directly to the completion of the research or preparation of the manuscript.

Bibliography (as applicable): Begins immediately following acknowledgments, does not begin on its own separate page.
- **The bibliography format is specific to each of the three VMI academic divisions (Humanities, Sciences, Engineering).** Follow the formatting conventions provided on the *New Horizons* website and/or by the associate editor for your division.