

# TUFTSCOPE ACADEMIC PAPER GUIDELINES



*TuftScope* is a student publication published biannually in conjunction with Tufts University, Medford MA. Founded in 2001, *TuftScope* receives funding from the Tufts Community Union Senate.

## I. Guidelines for Academic Papers

- 1. Paper Length:** Papers should be between 2000 - 3000 words in length (8 – 12 pages doubled spaced). *TuftScope* considers all papers based on their merit and longer or shorter papers will also be considered. Please contact the Editorial Board at [tuftscope@gmail.com](mailto:tuftscope@gmail.com) if you have any concerns regarding paper length, especially if your paper is substantially longer than 3000 – 4000 words in length.
- 2. Abstract and Title Page:** Papers must have a 200 - 250 word abstract and a title page. The title page for papers should include the title of the work, the names of all authors, the affiliations of all authors (university or institution, year of study or position, major or degrees, supporting professors), and an email address at which the author or authors may be readily contacted.
- 3. Style:** While papers are intended to address issues from a serious research perspective, the submission may at times present arguments and terms that are not easily accessible to readers. In such cases the Editorial Board requests that the author(s) work with *Tuftscope* to edit the submission for the journal audience’s convenience.
- 4. Citations:** All major academic reference styles are accepted for submitted papers and commentaries. It is the author’s responsibility to ensure that references are accurate and up to date. The Editorial Board reviews and investigates the sources for all submissions. It is strongly advised that papers be referenced and cited using a numerical style of citation, with each reference bearing a numeral corresponding to first appearance within the paper and using the same numerical citation for each use of the reference thereafter. For example: “...we can say that according to X, etc.<sup>1</sup> The theories of Y, however, prove etc.<sup>2</sup>” A separate works cited page should be or attached at the end of the paper.
- 5. Sample Paper Topics:** As is often the case with journals that cover a broad range of issues, concerns may arise over what paper topics are accepted. We include here a list of topics that have been previously been published. This is by no means an exhaustive list and we urge

authors to contact the Editorial Board if they are unsure whether the topic of their paper is acceptable.

- a. Public and Community Health
- b. Government Health Policy
- c. Bioethical Issues and Policy
- d. Medical Anthropology and Sociology
- e. Clinical Research
- f. Topics Addressing the Science and Art of Medicine and Health
- g. Analyses of Efforts by Health or Medical Organizations
- h. Original Research Conducted in Any of the Above Fields

## II. Submitting the Academic Paper

1. **Deadlines:** Submission deadlines are usually not extended. However, the Editorial Board will accept submissions received after the deadline on a case by case basis and requests that authors contact *TuftScope* if circumstances prevent submission of the paper or commentary on time.
2. **Publication Consent:** The author or authors must submit the *Consent of Publication Form* or the *Special Consent of Publication Form* to *TuftScope* for all submissions. The *Consent of Publication Form* may be submitted in one of three ways: (a) signed by hand, scanned into the computer, and emailed to *TuftScope*; (b) signed and mailed to *TuftScope*; (c) signed and brought in personally (a meeting date may be arranged by contacting *TuftScope*). The *Special Consent of Publication* may be emailed to *TuftScope* and contains specific directions regarding its submission inside the form.
3. **Submission Format:** Submissions should be sent as Microsoft Office files (.doc) or in another accessible format. Please label the attachment as “LastName\_TuftScope\_Submission.” For instance, “Smith\_TuftScope\_Submission.” Please do not send submissions in formats that cannot be edited (.pdf). When the submission is received a receipt will be generated containing information regarding the submission and publication information. A pre-submission *Checklist* is available on the Tuftscope website for the author’s convenience.

- 4. Submitting Documents:** Submissions should be sent to [tuftscope@gmail.com](mailto:tuftscope@gmail.com) and include all aforementioned information. Submissions may be sent before the *(Special) Consent of Publication Form* is received, but one of the forms must be sent within two weeks of the paper submission deadline for the submission to be considered for publication.
- 5. Editing:** If the submission is accepted for publication, the Editorial Staff may contact the author(s) of the submission regarding potential changes or issues in the submission that may need to be addressed prior to publication. The Editorial Board requests that authors respond in a timely manner to such inquiries to facilitate the publication process.
- 6. Publication Cycle:** If the submission is not accepted for publication in the current issue it will automatically enter it into the general pool for the next issue. Submissions are kept in the general pool for two issues, at which point the submission will be removed from the selection process. The *(Special) Consent of Publication Form* does not need to be resubmitted for a selection already in the general pool.

**Please address all questions, comments, and concerns to [Tuftscope@gmail.com](mailto:Tuftscope@gmail.com).**