

## **“The Cardinal Edge”: Journal Policies & Submission Agreement Form**

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### **Introduction**

The Cardinal Edge is UofL’s only peer-reviewed multidisciplinary undergraduate research journal. It allows undergraduate students to participate in the entirety of the research publishing and revision process as authors and allows opportunities for undergraduate editorial reviewers. The Cardinal Edge seeks to prepare students for later research publishing endeavors, and most importantly, showcase and celebrate the vast and novel student research being conducted at UofL through publication. The following document serves to provide journal policies of The Cardinal Edge and publication agreement for submitting undergraduate authors.

### **The Cardinal Edge Legal Disclaimer**

The following agreement and policies are those of The Cardinal Edge peer reviewed journal, referred to as “The Cardinal Edge”, which exists within and under the policies of the University of Louisville Libraries and Institutional Repository (ThinkIR). The Cardinal Edge is a multidisciplinary peer reviewed journal for peer reviewed publication of the original work of mentored undergraduate student researcher at the University of Louisville (UofL). UofL has received recognition as a Carnegie ranked institution where undergraduates are often involved with research on the cutting edge, stated alternatively, research at the Cardinal Edge. The Cardinal Edge is a legally established journal entity for peer review and publication of undergraduate mentored research at UofL consisting of open peer review by an undergraduate’s UofL faculty mentor, and closed editorial review by The Cardinal Edge editorial review board and staff including The Cardinal Edge Recognized Student Organization (RSO; an unincorporated association, and an association legally recognized by the Student Government Association at UofL) and the RSO faculty sponsors thereof at the University of Louisville. The Cardinal Edge is sponsored by The Cardinal Edge RSO and is facilitated under the auspices of ThinkIR and University Libraries per a filed Memorandum of Understanding (MOU) and journal intake agreement with ThinkIR. The organization of The Cardinal Edge journal exists under the direction of the current University of Louisville Provost’s designee for undergraduate research.

### **Submission Policies for Review**

The Cardinal Edge has no general rules about the formatting of articles upon *initial* submission. There are, however, rules governing the formatting of the final submission. Submitters to the Cardinal Edge should follow general rules and procedures to format their submissions for final submission formatting requirements which are available here:

<https://ir.library.louisville.edu/tce/aimsandscope.html>

The Editorial Review Board may reject review of submissions not meeting these requirements and may inform the submitter of format error if significant, to allow resubmission in correct format. Submissions may be accepted for stand-alone Abstracts, Brief Reports, or Full-Length Manuscripts.



Although ThinkIR faculty and Bepress affiliates in publication may provide limited technical support, it is the initial responsibility of the author to produce an electronic version of the brief report manuscript submitted as a high-quality PDF (Adobe's Portable Document Format) file, or a Microsoft Word, WordPerfect or RTF file which can be converted to a PDF file.

It is understood that the current state of technology of Adobe's Portable Document Format (PDF) is such that there are no, and can be no, guarantees that documents in PDF will work perfectly with all possible hardware and software configurations that readers may have.

Note, mentored theses, which may include Honors Thesis, or Senior Thesis in the undergraduate author's department(s) of academic study, may be accepted and published by The Cardinal Edge following the same policies as any other full-length manuscript submissions. The Cardinal Edge staff may also work with the institutional repository to cross-reference longer brief reports or full-manuscript submissions to The Cardinal Edge in the honors theses or any senior theses indexes/sub-repositories in ThinkIR. It is desirable that thesis submissions be set to the stated pre-submission format style requirements in the link above prior to submission. However, a thesis may be submitted for consideration for publication of its content in any format required by its respective department or organization of origin under which the study detailed by the submission was conducted. Based upon content the Editorial Review Board may then reject the submission as with any submission, or accept the submission and resend it to the author for formatting correction if formatting errors are significant. Following their review, a select number of mentored thesis submissions may be awarded publication by The Cardinal Edge editorial board each publication cycle.

### **Mentored Research & Preliminary Mentor Peer Review**

The Cardinal Edge may accept submitted undergraduate works of mentored research and scholarship from the University of Louisville. For the purposes of these terms, "mentored" may be defined in the traditional sense of any work on or from a project of a supervisory faculty or staff research mentor or Principal Investigator, or also in the sense that a specific mentor's input was involved in producing either the written submission or the work of research or scholarship that the submission details (i.e. whether in the instance of a research paper written for a course, or an independent project which utilized faculty advice). As the primary and submitting author, the undergraduate is required to sign the contractual policies below. A mentor's signature is heavily encouraged and also indicates that said mentor has conducted a preliminary peer-review/open peer-review of the undergraduate-submitted work. It is "heavily encouraged" and not "mandatory" only to avoid potential barriers in certain circumstances. Submitting authors who sign below without a mentor signature may be contacted by the editorial board to discern if a mentor signature is possible. In the instance that a mentor cannot sign or provide a preliminary review, The Cardinal Edge editorial staff may still accept the submission and will work to coordinate a faculty peer review prior to any final editorial review of the submission for publication. After submission, the TCE editorial staff will work to coordinate a blind peer-review from faculty or graduate students (especially when submissions have already been reviewed by research mentor faculty) for most if not all submissions.



## **Integrity & Review of Open Access Submissions**

The Cardinal Edge peer reviewed undergraduate research journal is partnered with University Libraries ThinkIR and operates under open access (“OA”). As stated under ThinkIR policy, OA provides a crucial path for making scholarship and research findings broadly available without price and related access barriers. As a research and public university, UofL has fully supported the widespread availability of scholarship and research in order to advance intellectual growth, stewardship of the work of UofL scholars, and innovation in discovering and applying new knowledge to critical social issues and needs.

All articles are submitted for open access, under the standard nonexclusive copyright policies explained below. Submitted articles cannot have been previously published, nor be forthcoming or submitted prior to any other archival journal or book (print or electronic). In addition, by submitting material to The Cardinal Edge, the author is stipulating that the material is not currently under review at another journal (electronic or print) and that they will not submit the verbatim material, or any figures provided, to another journal (electronic or print) until the completion of the editorial decision process at The Cardinal Edge is complete, and without reference to a published submission should the submission receive publication in The Cardinal Edge. All published submissions in The Cardinal Edge will receive a Digital Object Identifier for publication in The Cardinal Edge, which holds an ISSN with the United States Library of Congress.

The Cardinal Edge is committed to upholding the integrity of academic record. We encourage authors to refer to the Committee on Publication Ethics’ International Standards for Authors and refer to University Libraries for publication and copyright ethics. Note that "publication" in The Cardinal Edge of a working-paper series (working-papers/working-paper series defined as pre-publication versions of academic articles, book chapters, or reviews) *does not* constitute a prior publication.

## **Copyright & Intellectual Property Policy**

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Contributing undergraduate authors hold sole responsibility for complying with copyright and all other legal requirements governing the creation and sharing of their scholarship, including collaborations with undergraduate, graduate, or faculty co-authors, and representation of themselves as the first author of the submitted work itself. Within the format provided, especially for non-working papers, submissions may be worded such that the integrity of copyright and legal requirements of future scholarship is maintained. For example, an author may wish to publish with certain proprietary information withheld or give descriptions in broader terms especially where further work may be conducted on the study. The author may also choose to publish a brief report instead of a full-length manuscript for similar reasons.

After reviewing these journal policies, if you are a student, or research mentor of a student, with any questions or concerns about sharing undergraduate work with The Cardinal Edge under said policies, please email the ThinkIR Coordinator at [thinkir@louisville.edu](mailto:thinkir@louisville.edu) for guidance. If there are similar concerns specifically about a submission or writing a submission, or a previously published work, The Cardinal Edge editorial administration is advised by Professor Dwayne K. Buttler, J.D, University of Louisville Evelyn J. Schneider Endowed Chair for Scholarly Communications, and may work with any concerned parties to hold a consultation meeting.

### **Violations of Copyright Policy or Plagiarism**

University Libraries and The Cardinal Edge take issues of copyright infringement, plagiarism or other breaches publication best-practice very seriously. We seek to protect the rights of authors under these copyright policies, and if ever deemed necessary by evidence, will encourage the legal staff of the repository to investigate claims of plagiarism or misuse of published articles. Equally we seek to protect the reputation of The Cardinal Edge against any malpractice. Submitted articles are checked with duplication-checking software. Therefore, if a submission is found upon editorial review to have plagiarized other work or included third-party copyright material without permission or sufficient acknowledgement, or if authorship of the article is contested, we reserve the right to take any appropriate legal action, including but not limited to: publishing an erratum or corrigendum (correction) in the submission; denying the submission; taking up the matter with the mentor of the undergraduate submitter and leadership of the mentor's institution and/or relevant academic bodies or professional societies. To ensure copyright integrity, published articles may be re-checked with plagiarism software under the auspices of the editorial review board and ThinkIR on a variable basis. If any external article is found to have plagiarized the work of a previously published author in The Cardinal Edge, or includes copyrighted material of an author's report previously published in The Cardinal Edge, The Cardinal Edge, ThinkIR, and University Libraries may take appropriate legal action in defense of the undergraduate author's submission and intellectual scholarship therein which falls under nonexclusive copyright, and the nonexclusive copyright itself granted to The Cardinal Edge by the submitting author.



## Publication Cycle

The authors submission is for the current publication cycle of the academic year, which is the current volume of The Cardinal Edge publication and is subject to the current submission timeline governed by The Cardinal Edge editorial board.

## Contractual Acknowledgement of Publication Policies & Certification of Mentor Peer-Review

The following signatures recognize this complete document as a publication agreement, and acknowledge the publication policies of ThinkIR and Bepress affiliates with The Cardinal Edge available at <https://ir.library.louisville.edu/tce/policies.html>. Signature of the submitting undergraduate author under “Primary Author Signature” acknowledges and agrees to these policies, the policies of publication and copyright herein, identifies themselves as the corresponding author with The Cardinal Edge, bears responsibility to recognize co-authors, and certifies that the submission is an original work of the author which has been peer reviewed by the author’s mentor signed below prior to their submission to The Cardinal Edge. The following signature by the research mentor acknowledges this document and certifies both the mentorship over the research work detailed by the submission, and the mentor’s peer review of the submission. This document must be virtually uploaded where indicated in the online submission process.

Primary Author Signature: *Alicia J Howe* Date: April 30, 2023

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For further correspondence or questions, please E-mail: [thecardinaledge@gmail.com](mailto:thecardinaledge@gmail.com)



**Additional Notice Covering Possible Incapacitation of Mentor or Submitting Undergraduate:**

Note that if there exists any significant or outstanding reason preventing the signature of a faculty mentor for the undergraduate submitters work to certify their mentorship over the research work detailed by the submission and the mentor's peer review of the submission, (for example, any mental, physical, or emotional incapacitation, a sabbatical preventing peer review, death of the mentor prior to submission, academic retirement of the mentor, transfer of mentor to another university preventing review of previous work at UofL, incapacitation due to pandemics or concerns of public-health, etc.), the Dean, Vice-Dean, or Chair of the academic department, or otherwise the appropriate leader of the University of Louisville research institution, under which the undergraduate author conducted the work detailed by the submission, may conduct a peer review and signature of certifying peer review in the mentor's place. Upon a death or otherwise any significant incapacity of an undergraduate student who has produced any draft-work for submission for the initial academic peer review of said mentor, the mentor may submit a completed manuscript detailing the students work in The Cardinal Edge as a co-author on behalf of the undergraduate student as the primary author, provided the undergraduate student had signed this document at a date prior to incapacitation thus granting appropriate nonexclusive copyright detailed herein.