

Submission checklist

Designing and compiling an exposition and submitting it to JAR is a detailed process. This checklist of instructions should be used to ensure that all essential elements of the submission, both formal and technical, are considered fully by the author. Please read it carefully before creating an exposition and again before submitting it.

- **Author's name and title of the exposition:** the exposition itself must include the author's name/s and a title. The title, and where necessary subtitle, should adequately reflect the contents of the exposition.
- **Author biography and thumbnail image:** should be up to date in the author's RC profile, if appropriate including affiliations.
- **Declaration to the Managing Editor:** the declaration, which includes statements on pre-publication, plagiarism, originality, copyright and use of AI, should be signed and emailed separately to the managing editor at the time of submission. It can be [downloaded here](#).
- **Abstract:** In the RC metadata for the submission, the author must provide an abstract. This must describe, in 125-250 words the exposition's topic and relevance; it should draw the reader in. Please note that the anonymised abstract is of vital importance to finding the best possible reviewers for your submission.
- **Keywords:** at least five keywords should be entered in the exposition properties dialogue and should relate to your abstract. Please note that the Research Catalogue manages keywords in English only; the JAR website itself operates across the different languages in which we publish.
- **Non-English Language submissions:** For submissions in French, Spanish, German and Portuguese, we will need the title also in English.
- **Licence:** select CC BY-NC-ND. Note you should select this for the expositions as a whole as well as for all the individual media files used in the exposition. In case you will need a different licence for specific media files, please make sure to select the correct license and that you have the permission to use the file in accordance with the [Research Catalogue Terms of Use](#).

- **Table of contents:** should be complete and linked to respective exposition contents pages. Input this using the exposition properties dialogue.
- **Choice of editor in the RC:** JAR only accepts submissions made with the RC's graphical or block editor (we do not accept submissions made with the text-based editor, imported html expositions, or iFrames).
- **Media files and images:** files must be uploaded into the RC rather than embedded using external links, which can break over time. Author's must ensure adequate image/sound/video quality for web display keeping in mind that larger files, due to loading times, disadvantage readers with slow internet connection. Authors should select the appropriate mode of documentation and display for your research (e.g., video vs. images, slide show vs. single image) and test whether media files work on other computers.
- **Text:** Text should be typed or copied into the text editing tool rather than placing it in the exposition as a pdf document, unless this is a specific part of the design. It must be copyedited and spell checked. When copying text into the RC, it is advisable to copy the text from a basic editor (e.g. TextEdit, Notepad etc.) rather than Microsoft Word as this will not carry over unwanted styling commands. For fonts and basic font settings, please use the page properties dialogue. We urge you to select one of the fonts hosted by the RC (<https://guide.researchcatalogue.net/#fonts>) – other fonts may not result in stable page representations.
- **Formatting, Citations and References:** We ask authors to use the MHRA style guide, downloadable at <http://www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf>. For citations we specifically request that authors use the author-date system and list all referenced publications at the end of the exposition in a section entitled 'References' (for formatting guidance see section 11.4 of the above linked guide). When citing references in exposition this should be done in text using the (author date, page number) format, as described in the guide.
- **Pop-overs:** Pop-overs should not be used for references, but may be used for footnotes or additional text.
- **Hyperlinks:** external hyperlinks should open in a new window; footnote hyperlinks should be functional and consistently styled.
- **Copyright:** should be secured and noted as needed.

If you have questions about your research's suitability, the submission process, guidelines, or any other aspect of JAR, contact the Managing Editor using the [JAR contact form](#).