

# Submission Guidelines

**17<sup>th</sup> Annual Clement S. Stacy Undergraduate Research Conference**  
**Purdue University Calumet**  
**April 3-4, 2009**

Please use the following guidelines when preparing your manuscript for publication in the Conference *Proceedings*. The deadline for submissions is April 4, 2009, and all materials must be in electronic format. You may email your manuscript by that date to [undercon@calumet.purdue.edu](mailto:undercon@calumet.purdue.edu) or you may submit your paper at the conference by bringing it to us burned on a CD or saved to a jump drive (these will not be returned).

- All submissions must be in Microsoft Word™.
- Provide the entire manuscript in one document; if you have sections in separate files you must consolidate them into one document for submission.
- Remove all headers, footers, and page numbers that you may have in the document.
- Do not attempt to format your text. We will use a uniform format for all submissions.
- Do not use footnotes. If you have footnoted citations, convert them to end notes and place them on the last page(s) of the manuscript.
- If your manuscript has illustrations they should be included in the text in their proper spots. If you are using any photographs or images, please have them in .jpg format.
- Be sure to proofread your manuscript carefully; we will print exactly what you submit. It's a good idea to use Microsoft Word's grammar check and spell check features to help catch mistakes. You should also have someone else read your work as a further check.
- We are unable to provide assistance with the use of Microsoft Word™, email, or any other software programs.
- Be sure to include the title of the paper, and your name and complete contact information on the manuscript!
- We're looking forward to seeing you at the conference!