

JUMR Submission and Style Guide

Email Submissions

In order to make the submission process as efficient as possible, JUMR requests that all authors submit their papers and supplementary files as a single email to *jumr@mse.vt.edu*. If more than one email is needed to deliver all necessary attached files, number the emails at the end of the subject line. Only one author needs to submit the paper.

In the email, please include:

- Submitter's name

- All undergraduate student authors' full names (as they will appear in print). Faculty or graduate students who contributed to the project will be mentioned by the undergraduate authors in the "acknowledgement" section.

- Submitter's contact information
 - Email address
 - Phone number(s)
 - Physical/mailling address (both if different) – include both school and summer address since much of the contact will be in the summer term
 - Institute/Organization
 - Department Address
 - Institute/Organization address
 - A picture of each authors (follow figure format). A bio of each student author (100 words or less). An updated abstract of the project, (200 words or less) outlining the aims, scope, and conclusions of the paper.

- Attach the paper and all supporting files (figures, tables, legends, etc.) – including the abstract, body, and keywords in separate files using the JUMR File Naming Convention in the following section.

- A copy of the copyright form contained in Appendix A signed by all undergraduate authors and the advisor(s) or immediate supervisor(s) will be required for each submitted manuscript giving the *Journal of Undergraduate Materials Research* permission to publish their article in any medium or by any means. The form states that the author will retain the copyright for all material contained in their manuscript and may republish their work. **This signed form shall be dropped off in the JUMR mailbox in the Holden Hall copy room or mailed to: JUMR, Virginia Tech, 213 Holden Hall, Blacksburg, VA 24061 by the manuscript due date (see timeline).** Without this form, papers cannot be reviewed.

File Naming Convention

- In the subject line type: “**Fall <year submitted> JUMR submission from <your full name><email sequence number>**”
- Please name the figure files with the format: “**LastName_fig1.jpg**” (Each figure shall be submitted as a separate file).
- Name the text document files sent using the format: “**LastName_JUMRSubmission_SubmissionDate**” (ex. Lewis_JUMRSubmission_07December2005.doc)

Figure and Table Requirements

- High-resolution (300-600 dpi) images
 - JPG
 - GIF
 - PostScript (PS, EPS, or PRN)
 - PDF
 - TIF
 - Adobe Photoshop

Note #1: *Resolution Requirements* – In order to confirm an image is 300-600 dpi, open the image in an image editing program such as Adobe Photoshop (most university computer labs have these programs available for student use). Next, go to Image (in Adobe Photoshop) or whichever menu has the image properties, and choose Image Size (in Adobe Photoshop) or the equivalent. The dpi level should be listed.

Note #2: *Picture File Formats* – Most professional image editing (i.e. not M.S. Paint or M.S. Word) can save an image in one of the accepted formats. Choose File, Save As or File, Save For Web depending on the program.

- **DO NOT use embedded images in a MS Word document, attach all files as separate image files in an accepted format.**

Note: *Embedded Images* – Copying and pasting an image into M.S. Word is an embedded image, this format does not produce an image that is of high enough resolution for print, and this is why we require images to be sent individually. If you need to draw identifying lines, etc. on an image, use a professional image editing program for the best results.

- Include scale bars in ALL optical and SEM micrographs and similar images.
- All color images must be in CMYK mode (not RGB).

Note: *CMYK vs. RGB Color* – CMYK and RGB refer to the primary colors used to define the colors shown on a computer image. CMYK is used in print for accurate color, and it uses Cyan, Magenta, Yellow, and Black to form the colors you see – the same as many personal printers. Computer monitors use RGB format, and this is the format that should be used for web-based images. In order to confirm an image is CMYK, as opposed to RGB, look in the menu with

image properties in the respective image editing program of your choice. In Adobe Photoshop, go to Image, Mode, CMYK Color.

- For figures that contain more than one part, label each “a”, “b”, “c”, etc. with lowercase letters, and name the files in the format “**LastName_fig1a.jpg**”. Also, include a PDF document with the preferred layout for these figure parts. JUMR reserves the right to alter this layout at the editor’s discretion.

Text Format

- Acceptable formats
 - MS Word (preferred)
 - WordPerfect
 - Rich Text Format (RTF)
 - Plain Text (txt)
- Text should be submitted in Times New Roman 12pt font.
- Maximum of five pages of text.
- Title should be no longer than 90 characters (including spaces).
- The SI system shall be used for all scientific and laboratory data. Temperatures shall be in degrees Celsius. Numeric values greater than 999 or less than 0.001 shall be given in scientific notation. The period shall not be used in abbreviations, and “%” and “/” shall be used instead of “percent” and “per”. All other abbreviations, acronyms, and symbols used in the papers should be defined at the first use. (Ex. “transmission electron microscope (TEM)”).
- Equations and special characters.
 - When embedded in the text, they should be Times New Roman or an inserted symbol
 - When they stand alone, they should be **either** Times New Roman and inserted symbols **or** a picture following the format mentioned for figures
 - Equations should be numbered in sequential order, with the numeral in parenthesis. [Ex. $x + y = z$ (1)]
- Use a superscripted “o” for the degrees symbol (Ex. 100 °C).
- Include a brief title or caption for each figure and table (no more than 100 words). Place this in the text where you would like the figure or table to be placed, with a hard return above and below.
- Distinguish paragraphs with a single carriage return between, and do not indent the beginning of a paragraph
- Do not insert breaks into the document
- Use a double space at the end of each sentence (not a single space)

Paper Layout and Properties

- Contributing authors will follow this order when typing manuscripts: Title, Authors, Affiliations, Abstract, Keywords (3-4), Introduction, Procedure, Results & Discussion, Conclusion, Future Work (if applicable), Acknowledgements, and References (see JUMR Submission Word Template).
- Each author's name shall be followed by a superscript number corresponding to a superscript number preceding their proper affiliation. Affiliations shall be listed in the order they appear in the author's section. In the case that all authors have the same affiliation, subscripts will not be used.
- The Acknowledgements section must include both where and why the research was done. It must also credit all involved faculty and graduate students.(Ex. This work was done at Virginia Tech as a senior design project, under the supervision of Dr. John Smith....).
- Manuscripts shall use single spacing between the lines of each paragraph. Two spaces will follow each period used to end a sentence.
- The title shall be centered, in 16-pt bold. The author's names shall be in 14-pt font, the author affiliations shall be in 12-pt italics.
- The body text of the remaining sections shall be 12-pt with primary subject headings in bold and secondary headings in italics.
 - Primary headings shall also be labeled sequentially using whole numbers.
 - Sub-headings shall be labeled with decimal notation. The Abstract, Keywords, Acknowledgements and References sections shall not be numbered.

Reference Citation Format

- Reference citations in the text should be in the format: "text text text.^[1]" with the period on the left side of the first bracket.
- Document references according to American Chemical Society documentation standards. (see: <http://chemistry.library.wisc.edu/instruction/acstyle.htm>) Include journal article and book chapter titles.
- See the MS Word Template for more details (Appendix B).
- If your references are not as stated, we will return your submission for corrections.

Permission to Publish

Paper Title:

Author(s):

COPYRIGHT AGREEMENT

This form must be signed by the author(s). In the case of an article based on work performed for another person or organization or written as part of duties as an employee, an authorized agent of the organization or company shall sign.

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ORGANIZATION or COMPANY AGENT RELEASE (if required)

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Reference <use <http://chemistry.library.wisc.edu/instruction/acstyle.htm>>

1. Stepl, B. A.; George, K. F. Antifreezes and Deicing Fluids. In *Kirk-Othmer Encyclopedia of Chemical Technology*; 4th Ed. Howe-Grant, M., Ed. Wiley-Interscience: New York, 1992; Vol. 3, pp 347-367.
2. Deno, N. C.; Richey, H. G.; Liu, J. S.; Lincoln, D. N.; Turner, J. O. *J. Amer. Chem. Soc.* **1965**, 87, 4533-4538.