

# English Department, Virginia Tech

## Undergraduate Research Conference April 6, 2012

Submission Form: *Please complete electronically* **Deadline February 17, 2012**

**One submission per student** (In the case of poetry, 3 short poems = one submission)

Any undergraduate student (regardless of major) may submit work created for an English class to the conference if it hasn't been presented elsewhere. You don't have to be an English major.

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Local or Cell Phone No: \_\_\_\_\_ Email address \_\_\_\_\_

Title of Submission: \_\_\_\_\_

**Category** (double click into the square to select "checked"; or shade the cell in light gray, format menu)

<input type="checkbox"/> Poem	<input type="checkbox"/> Critical paper	<input type="checkbox"/> Report
<input type="checkbox"/> Story	<input type="checkbox"/> Research paper	<input type="checkbox"/> Poster
<input type="checkbox"/> Non-fiction	<input type="checkbox"/> Seminar paper	<input type="checkbox"/> Design
	<input type="checkbox"/> Grant proposal	<input type="checkbox"/> Other _____

If you are submitting a design project, please briefly describe it here:

Class for which submission was originally written ENGL

Professor \_\_\_\_\_

**Submission Guidelines: Essay, Creative Writing, Report, Poster, Etc.**

- **Combine** this application form with your project into one file.
  - **Note:** Posters should be submitted as either PowerPoint or .pdf files. They can be sent as attachments to the email submission.
- **Insert your last name and page number on every page** of the copy. (Ideally, insert a header and automatic page numbering)
- **Name the file:** Prefix (type of course in which you wrote the paper)-your last name,your first name
  - LLC = Literature, Language, and Culture
  - CW = Creative Writing
  - PW = Professional Writing
  - Comp = composition
- Please **create a pdf file if you can**. (Mac users: print menu, select "preview" rather than a printer; PC users who have Adobe Professional installed: file/print menu, select "AdobePDF" as the printer; note that PC users can't make pdfs just with Adobe Reader). Be sure to "save as."  
*If you can't make a pdf, submit as a Word file.*

**Examples:**  
 LLC-Smith, Jane  
 Comp-Doe, John

- Submit the form and the project by email to **James Dubinsky (dubinsky@vt.edu)**.
- The deadline for submission is **Friday, February 17, 2011**.
- For research involving surveys or questionnaires, please **attach IRB approval form**. For information about IRB approval, consult <http://www.irb.vt.edu/pages/researchers.htm>. If you don't have an electronic copy of the form, put a paper copy with your name on it in Jim Dubinsky's mailbox in Shanks, 3<sup>rd</sup> floor (#22).

### Submission Guidelines: Design Showcase

*(EX: web site, flyer, PowerPoint presentation, illuminated manuscript, user document, id package, book cover, digital narrative, storyboard, hand-lettered poem, graphic essay, special project for lit course, etc.)*

**Note:** *When possible, your project should be submitted as either PowerPoint or .pdf files. They can be sent as attachments to the email submission.*

- **Complete** this application form.
- **Briefly describe** your design or project in the space provided on this form.
  - **Note:** For web sites, provide URL.
- **Select submission procedure from the following options:**
- **If your file CAN be converted to a .pdf:**

- **Name the file:** Prefix (type of course in which you wrote the paper)-your last name,your first name
  - LLC = Literature, Language, and Culture
  - CW = Creative Writing
  - PW = Professional Writing
  - Comp = composition
- **Convert your design** (if possible) into a .pdf.

#### Examples:

LLC-Smith, Jane  
Comp-Doe, John

- Mac users: print menu, select "preview" rather than a printer; PC users who have Adobe Professional installed: file/print menu, select "AdobePDF" as the printer; note that PC users can't make pdfs just with Adobe Reader. Be sure to "save as." *If you can't make a pdf, submit as a Word file.*

#### If your file **CANNOT** be converted to a .pdf:

- Take a digital photograph or a screen capture of it and insert that image into a Word document.
- **Name the file:** Prefix (type of course in which you wrote the paper)-your last name,your first name
  - LLC = Literature, Language, and Culture
  - CW = Creative Writing
  - PW = Professional Writing
  - Comp = composition
- **Attach** your Word file to the email (see below).

#### Examples:

LLC-Smith, Jane  
Comp-Doe, John

- **Submit** the form and the project by email to **James Dubinsky (dubinsky@vt.edu)**.
- The deadline for submission is **Friday, February 17, 2011**.