

# **HOW-TO GUIDE:**

## **ONLINE SUBMISSION PROCESS FOR**

### **“Literatures, Languages, Cultures” Symposium**



If you are interested in participating in the Purdue Undergraduate Research Conference, please visit [purdue.edu/undergrad-research](http://purdue.edu/undergrad-research).

If you have questions about the online submission process after reviewing this guide, please email [UGResearch@purdue.edu](mailto:UGResearch@purdue.edu).

# Online Portal Registration

Go to [docs.lib.purdue.edu/purc](https://docs.lib.purdue.edu/purc) and click on **My Account**.

The screenshot shows the Purdue Undergraduate Research Conference (PURC) website. The header includes the 'OUR' logo, 'OFFICE OF UNDERGRADUATE RESEARCH', and the 'PURDUE UNIVERSITY' logo. Navigation links for 'Home', 'About', 'FAQ', and 'My Account' are present. A search bar is located on the left. The main content area features the title 'PURDUE UNDERGRADUATE RESEARCH CONFERENCE' and a description of the 2019 conference. A prominent yellow box contains an important notice: 'IMPORTANT: You must register with Purdue e-Pubs, sign back in with your credentials, and finally upload your submission. You have not completed the submission process until you have received an email with a manuscript number.' Below this, there are sections for 'Abstract Assistance' with links to 'Bad vs. Good Abstract' by Elsevier, 'How to write an abstract/annotation' by Purdue Libraries, and 'Writing Report Abstracts' by Purdue Online Writing Lab. A footer note mentions the deadline for abstract submissions: 'This site shall be used to submit a paper by February 4, 2019 to be considered for an oral presentation or an abstract by March 1, 2019 to be considered for the poster symposium.'

If you **do** have a Purdue e-Pubs account, utilize your login credentials. Read the information.

If you **do not** have a Purdue e-Pubs account, click on **Sign up**. When you sign up, go back to [docs.lib.purdue.edu/purc](https://docs.lib.purdue.edu/purc) and click on **My Account** to sign in. Read the information.

The screenshot shows the Purdue University login page. The header features the 'PURDUE UNIVERSITY' logo and a 'MENU' button. The main content area is a 'Login' form with fields for 'Email' and 'Password'. There is a 'Remember me' checkbox and a 'Log in' button. Links for 'Forgot your password?' and 'Don't have an account? Sign up' are also present.

After clicking on “Submit Event” read through the Submission Agreement and **check** the box at the bottom of the page and click **Continue**.

The screenshot shows a web browser window displaying the 'Agreement Page' for the Purdue Undergraduate Research Conference. The page has a dark header with the 'OUR OFFICE OF UNDERGRADUATE RESEARCH' logo and the Purdue University logo. Below the header is a navigation bar with links: Home, About, FAQ, My Account. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a search bar, a list of links (Purdue Libraries, Purdue University Press Journals, Links for Authors, Browse, Links), and the Purdue Libraries logo. The main panel is titled 'PURDUE UNDERGRADUATE RESEARCH CONFERENCE' and contains the 'Submission Agreement' text. The agreement includes instructions for submission, a list of steps, and a list of items to be submitted. At the bottom of the agreement, there is a checkbox labeled 'Please check this if you agree to the above terms.' and a 'Continue' button. The footer of the page includes the Digital Commons logo and a list of links: Home, About, FAQ, My Account, Accessibility Statement, Privacy, Copyright.

Agreement Page

docs.lib.purdue.edu/cgi/ir\_submit.cgi?context=purc

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PURDUE UNDERGRADUATE RESEARCH CONFERENCE

Submission Agreement

Follow the instructions below to submit to *Purdue Undergraduate Research Conference*. Shortly afterward, you will receive an email confirming your submission.

Before submitting, please read all relevant policies and submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below.
2. Provide information about yourself.
3. Provide information about any additional undergraduate authors (research mentor cannot be an article author)
4. Submit your proposal.

Before you begin, please be sure you have the following items:

- Proposed title
- Keywords for proposal
- College(s)/School(s) affiliation
- Academic standing (freshman, sophomore, junior, senior, professional student)
- Total number of semesters the submitting author has researched the topic
- Name and contact information of research mentor
- Type of submission: Manuscript with Oral Presentation or Poster
- Submission abstract

No part of the submission is final until all steps have been completed and you click the final Submit button. The review process begins as soon as a submission is received. You may revise any of these elements until the submission deadline by clicking on the proposed article title from your Purdue e-Pubs My Account page.

Submission Agreement for *Purdue Undergraduate Research Conference*

I hereby grant to Purdue University a non-exclusive perpetual royalty free license to use, duplicate and distribute the work ("Work") in whole or in part. The Work is to be deposited in the Purdue University institutional repository. I further grant to Purdue University the right to transfer the Work to any format or medium now known or later developed for preservation and access in accordance with this agreement. This agreement does not represent a transfer of copyright to Purdue University.

I represent and warrant to Purdue University that the Work is my original work and does not, to the best of my knowledge, infringe or violate any rights of others nor does the deposit violate any applicable laws. I further represent and warrant that I have the authority and/or have obtained all necessary rights to permit Purdue University to use, duplicate and distribute the Work and that any third-party owned content is clearly identified and acknowledged within the Work.

By granting this non-exclusive license, I acknowledge that I have read and agreed to (a) the terms of this agreement and (b) [Purdue University's policy on intellectual property](#).

☐ Please check this if you agree to the above terms.

Continue

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## Preparing Your Submission

- **IMPORTANT:** In the “Proposed Submission Title” text field, please include “LLC/” and then your actual paper or poster presentation title. For example, “LLC/The Melting Pot in Crevecoeur’s *Letters from an American Farmer*.”
- Faculty should not be listed under “Presenter Information.” Instead, please include them under “ResearchMentor Information.”

- If more than one student is involved in the research presentation, please include all names under “Presenter Information.” One person should submit for the whole group.
- Copy and paste your paper or poster proposal (250-300 words) into the “Abstract” text field.
- **IMPORTANT:** The default setting for submissions in the OUR system is for posters. Be sure to check, “Yes, I want to be considered for an oral presentation” if you are applying to present a paper at the “Literatures, Languages, and Cultures” symposium.
- Handy-dandy guide:  
 300 or 400-level Lit classes; Myth & Legend classes = paper presentation  
 Wilke Research Internship or Honors project = poster or paper depending on project

The screenshot shows the submission form for the Purdue Undergraduate Research Conference. The form is titled "PURDUE UNDERGRADUATE RESEARCH CONFERENCE" and includes sections for "Proposed Submission Title", "Presenter Information", "Keywords", and "College(s)/School(s)".

**Proposed Submission Title:** A text input field with a placeholder "Please use Headline Style Capitalization --e.g., The Scholarly Communication Crisis".

**Presenter Information:** A section for listing presenters. It includes a search bar "Search For An Author Using: Last Name, First Name, Email, or Institution" and a list of authors. One author is listed: "1 (jjsadler@purdue.edu) James Sadler".

**Keywords:** A text input field with a placeholder "Please separate keywords/keyword phrases with commas".

**College(s)/School(s):** A section for selecting the college or school. It includes a list of available colleges and a "Selected:" list. The available colleges are: College of Agriculture, College of Education, College of Engineering, College of Health and Human Sciences, College of Liberal Arts, College of Pharmacy, College of Science, College of Veterinary Medicine, Exploratory Studies, Honors College, and Kruse School of Management.

Submission form continues on the **next page...**

Continued...

#### Major(s)

Double click available items to include them, or click once and use the 'Select' button for each item.

Available:		Selected:
<ul style="list-style-type: none"><li>College of Agriculture</li><li>College of Education</li><li>College of Engineering</li><li>Exploratory Studies</li><li>College of Health and Human Sciences</li><li>College of Science</li><li>Krannert School of Management</li><li>College of Pharmacy</li><li>Purdue Polytechnic Institute</li><li>College of Liberal Arts</li><li>College of Veterinary Medicine</li></ul>	<div>Select »</div> <div>« Remove</div>	

#### Expected Graduation Date

Month	Year
--	

#### Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<ul style="list-style-type: none"><li>Architecture</li><li>Arts and Humanities</li><li>Business</li><li>Education</li><li>Engineering</li><li>Law</li><li>Life Sciences</li><li>Medicine and Health Sciences</li><li>Physical Sciences and Mathematics</li><li>Social and Behavioral Sciences</li></ul>	<div>Select »</div> <div>« Remove</div>	

#### Select the category the research project fits.

Life Sciences

#### Current Academic Standing

Select your Current Academic Standing:

None

Is this research project part of a funded undergraduate research program?

If so, please include it/them. (For example, SURF, WILKE, SRGP, OUR Scholars, etc.)

Enter funded undergraduate research program:

Is this submission part of ICap/PW (Introductory Composition at Purdue/Professional Writing)?

☐ No  
☐ Yes

#### Research

Enter total numbers of semesters the main author has researched the topic:

#### Research Mentor Information

Enter Research Mentor name, department, and college

Enter Research Mentor email address:

Enter additional Research Mentor name, department, and college

Enter additional Research Mentor email address:

Consider for oral presentation?

Do you want your abstract to be considered for an oral presentation on the morning of the Conference? If so, please select "Yes, I want to be considered for an oral presentation." You will be notified in March if you are one of the few selected to present an oral presentation instead of a poster in the afternoon session of the Conference.

Yes, I want to be considered for an oral presentation: ☐

Submission form continues on the next page...



# Continued...

## Abstract

Please copy and paste your abstract in this text box. The abstract should be around 250 words in length.

Please paste your submission's abstract here:

## Uses Archival Materials

Check the box below if your research involved visiting an archival repository such as a university archives, government archives, or historical society. If you used records, documents, or data sets that were designated by an archival repository as permanent historical records, please check the box.

My research involves archival research and uses primary source materials: ☐

If you checked the box, please provide a few examples of the archival materials used in your research:

My research utilizes Apollo 11-related archival materials. ☐

If you checked that your research utilizes Apollo 11-related materials, which category would you like to be judged?

None

## Interdisciplinary

"Interdisciplinary research is a mode of research by teams or individuals that integrates information, data, techniques, tools, perspectives, concepts, and/or theories from two or more disciplines or bodies of specialized knowledge to advance fundamental understanding or to solve problems whose solutions are beyond the scope of a single discipline or area of research practice."

\*Committee on Facilitating Interdisciplinary Research, Committee on Science, Engineering, and Public Policy (2004). Facilitating interdisciplinary research. National Academies. Washington: National Academy Press, p. 2

Check the box below if your work is considered interdisciplinary.

My work is considered interdisciplinary: ☐

If you checked the "My work is considered interdisciplinary" box above, please describe how your project draws from two or more disciplines to advance knowledge or solve problems.

Cancel Submit

This may take a while. Please only click once.

When you submit, you should receive this **confirmation** page and a **confirmation** email.

If you do not receive either of these, contact **UGResearch@purdue.edu**.

When you submit the paper and/or abstract, **we** will contact you if it is accepted with next steps.

Confirmation Page

https://docs.lib.purdue.edu/cgi/ir\_submit.cgi

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You have successfully uploaded:

Revise submission

Make another submission

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Metadata Field	Value
Proposed Submission Title	
Presenter Information	
Keywords	
College(s)/School(s)	
Major(s)	
Expected Graduation Date	
Disciplines	
Current Academic Standing	
Research	

Double-check that your information is correct.