

I. Submission Format

All submissions should be submitted as a single document in Microsoft Word Document (DOC) or Rich Text (RTF) format, in 12-point font with generous margins and double-spaced text. For some example formatting, please refer to the CU SURS website at <http://cusj.columbia.edu/symposium.shtml>, and click on Example submission.

Abstract submissions to the CU SURS should contain:

Page 1: A letter to the editor indicating:

- Very briefly, the major findings of the research
- The author's contact information, including a phone number, address, and e-mail address;
- **PLEASE CLEARLY mention that you are a GRADUATE STUDENT and mention your DEPARTMENT within the School of Engineering and Applied Science**

Page 2: A cover page, containing the following information:

- Names of authors
- Title of paper
 - Do not exceed 100 characters, including spaces. Avoid vague or non-informative words, as well as nonstandard acronyms.
- Affiliations
 - Include department, institution, city, state, postal code, and country. Indicate undergraduate authors, if any with an asterix (*). If author affiliations have changed since the research was conducted, numerically footnote current addresses.
- Address for correspondence
 - This should typically be the address of the laboratory or research group where the research was undertaken.

Page 3: An abstract:

- Provide a brief description of the motivations, methods, and conclusions of this research. Avoid discussion of the results. Abstracts should not exceed 500 words. Since this is the sole measure of whether the submission will be accepted for the Symposium, authors should take special care to emphasize the unique features of the research to be presented. Methods should only be cursorily mentioned, but the major results and implications should be prominently discussed.

Authors should submit abstracts generally as they would for a manuscript in consideration for publication. The following outline provides general guidelines for abstract submission; for any special cases, authors should contact the Symposium coordinator.

II. Overview of Submission Process

Abstracts will be received through the Symposium's Official Publication Site, located on the CUSJ website. To submit to the Symposium, follow these instructions:

1. Visit this web address, the official publication site of the Symposium:
<http://cusj.columbia.edu/symposium/>
2. Click "Register to submit an abstract here."

3. Fill in your name exactly as it will appear on your abstract, and then fill in the rest of the requested information.
4. Press the “Sign Up” Button.
You will now be logged in.
5. Click the “Submit” link on the next page and follow the ensuing instructions.

To track or edit your submission, visit the official publication site of the CUSJ (<http://cusj.columbia.edu/symposium/>) and click “Login” at the top of the page. Use the login name and password you entered during the registration process. Then click “Author” and you will have access to relevant menu options.