

SUBMITTING YOUR ABSTRACT TO PURDUE E-PUBS

**THE SUMMER UNDERGRADUATE RESEARCH FELLOWSHIP (SURF)
SYMPOSIUM 2016**

PURDUE
UNIVERSITY
LIBRARIES



STEP 1: **CREATING YOUR ACCOUNT WITH PURDUE E-PUBS**

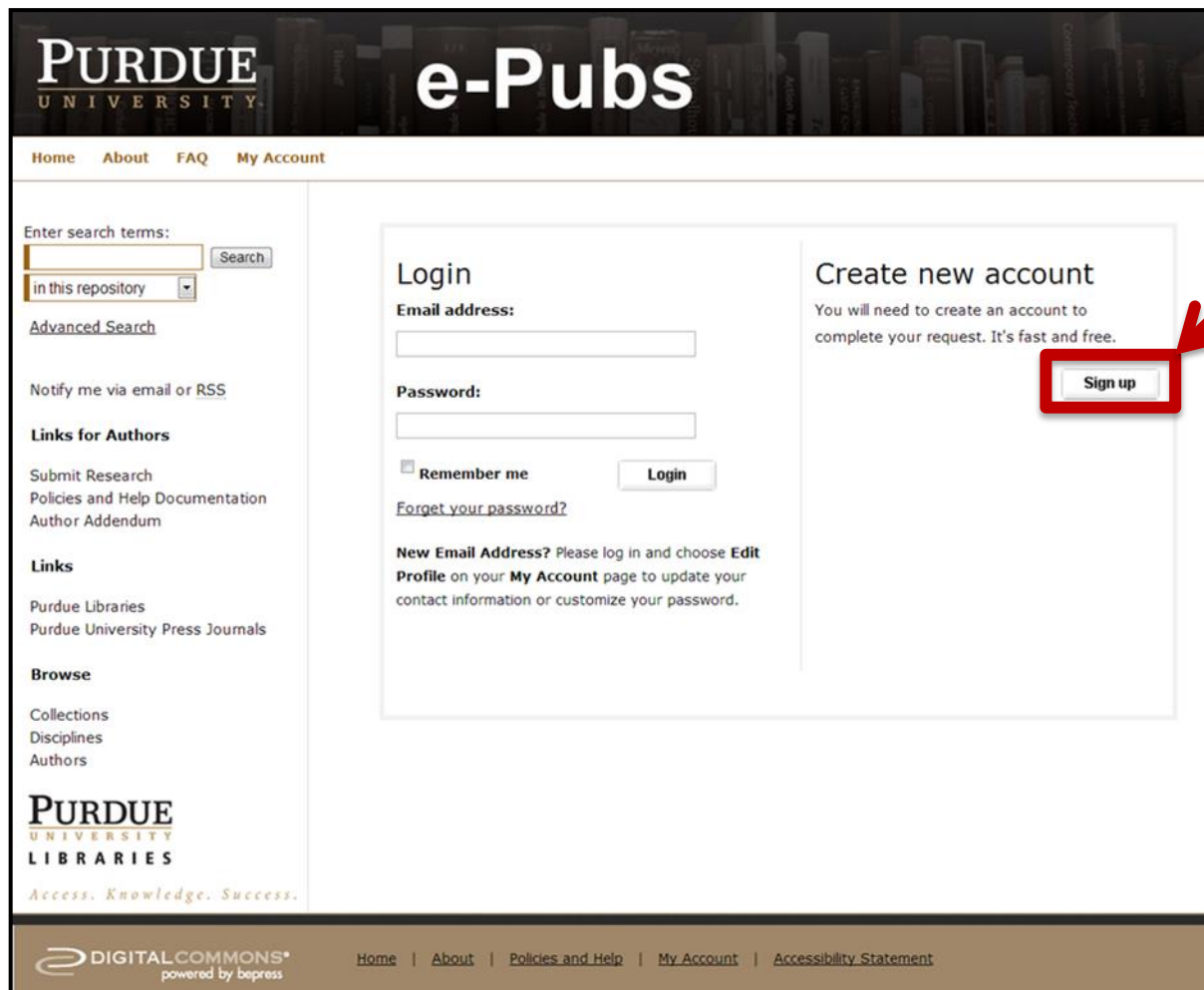
CREATING YOUR ACCOUNT WITH PURDUE E-PUBS

- First, open your browser and go to <http://docs.lib.purdue.edu/>.
- On the upper left-hand corner of the page click on “My Account.”

The screenshot shows the Purdue e-Pubs website. At the top, the Purdue University logo is on the left, and the text "Purdue e-Pubs" is on the right. Below the logo, a navigation bar contains links: Home, About, FAQ, and My Account. The "My Account" link is highlighted with a red rectangular box, and a red arrow points from the bottom left towards it. Below the navigation bar, the left sidebar contains a search section with a text input field, a "Search" button, and a dropdown menu labeled "in this repository". Below the search section are links for "Advanced Search", "Notify me via email or RSS", "Links for Authors" (with sub-links "Submit Research" and "Author Addendum"), "Links" (with sub-links "Purdue Libraries" and "Purdue University Press Journals"), and "Browse" (with sub-links "Collections", "Disciplines", and "Authors"). The main content area on the right has the heading "Browse and Search by:" followed by a "Follow" button. Below this are four categories: "Author Names", "Departments and Centers at Purdue", "Purdue University Press", and "Theses and Dissertations". A paragraph of text describes the service. At the bottom of the main content area, there is a "Reader from:" section showing a location in Stone Mountain, Georgia, and a list of publications: "Estimating Highway Maintenance Work, Fifth Edition", "Ohio Department of Transportation, Indiana LTAP", and "Indiana Local Technical Assistance Program (LTAP) Publications". Below the publications list is a world map with a location pin in the United States and zoom controls.

CREATING YOUR ACCOUNT WITH PURDUE E-PUBS

- On the right-hand side of the page under Create new account click on “Sign up.”



The screenshot shows the Purdue University e-Pubs website. The header includes the Purdue University logo and the text 'e-Pubs'. Below the header is a navigation bar with links: Home, About, FAQ, and My Account. The main content area is divided into three columns. The left column contains a search bar with the text 'Enter search terms:' and a 'Search' button, a dropdown menu for 'in this repository', a link to 'Advanced Search', a link to 'Notify me via email or RSS', a section for 'Links for Authors' with links to 'Submit Research', 'Policies and Help Documentation', and 'Author Addendum', a 'Links' section with links to 'Purdue Libraries' and 'Purdue University Press Journals', a 'Browse' section with links to 'Collections', 'Disciplines', and 'Authors', and the Purdue University Libraries logo with the tagline 'Access. Knowledge. Success.'. The middle column contains a 'Login' section with fields for 'Email address:' and 'Password:', a 'Remember me' checkbox, a 'Login' button, a link to 'Forgot your password?', and a note about updating the 'New Email Address?' by logging in and choosing 'Edit Profile' on the 'My Account' page. The right column contains a 'Create new account' section with the text 'You will need to create an account to complete your request. It's fast and free.' and a 'Sign up' button. A red arrow points to the 'Sign up' button.

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e-Pubs

Home About FAQ My Account

Enter search terms:
 Search
in this repository

[Advanced Search](#)

Notify me via email or [RSS](#)

Links for Authors

Submit Research
Policies and Help Documentation
Author Addendum

Links

Purdue Libraries
Purdue University Press Journals

Browse

Collections
Disciplines
Authors

PURDUE
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LIBRARIES

Access. Knowledge. Success.

Login

Email address:

Password:

☐ Remember me

[Forgot your password?](#)

Create new account

You will need to create an account to complete your request. It's fast and free.

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powered by bepress

Home | About | Policies and Help | My Account | Accessibility Statement

CREATING YOUR ACCOUNT WITH PURDUE E-PUBS

- Complete this form to create your account. Use proper capitalization for names and institution.
- After clicking, “Sign Up”, you will receive an email confirmation.
- Follow the instructions to confirm your account.

The screenshot shows the 'e-Pubs' account creation page. The header features the 'PURDUE UNIVERSITY' logo and the 'e-Pubs' title. A navigation bar includes links for 'Home', 'About', 'FAQ', and 'My Account'. The main content area is divided into two columns. The left column contains a search bar with a 'Search' button, a dropdown menu for 'in this repository', a link to 'Advanced Search', a notification option 'Notify me via email or RSS', a section for 'Links for Authors' (including 'Submit Research', 'Policies and Help Documentation', and 'Author Addendum'), a 'Links' section (including 'Purdue Libraries' and 'Purdue University Press Journals'), a 'Browse' section (including 'Collections', 'Disciplines', and 'Authors'), and the 'PURDUE UNIVERSITY LIBRARIES' logo with the tagline 'Access. Knowledge. Success.'. The right column contains instructions for creating an account, a note about email confirmation, a list of required fields marked with an asterisk, and input fields for 'Email address', 'First/Given Name', 'Middle Initial', 'Last/Family Name', 'Suffix', 'Institutional Affiliation' (with a 'Begin typing...' prompt), 'Password', and 'Re-enter Password'. A 'Sign up' button is located at the bottom of the form.

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e-Pubs

[Home](#) [About](#) [FAQ](#) [My Account](#)

Enter search terms:

in this repository
[Advanced Search](#)

Notify me via email or [RSS](#)

Links for Authors

[Submit Research](#)
[Policies and Help Documentation](#)
[Author Addendum](#)

Links

[Purdue Libraries](#)
[Purdue University Press Journals](#)

Browse

[Collections](#)
[Disciplines](#)
[Authors](#)

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Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an *:

Email address *

First/Given Name *

Middle Initial

Last/Family Name *

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Password *

Re-enter Password *

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STEP 2: **SUBMITTING YOUR ABSTRACT**

SUBMITTING YOUR ABSTRACT

- Go to <http://docs.lib.purdue.edu/surf>
- On the left-hand side of the page under Links for Authors, click on “Submit Research.”

The screenshot displays the Purdue University SURF Symposium website. The header features the Purdue University logo and the title "The Summer Undergraduate Research Fellowship (SURF) Symposium". A navigation bar includes links for Home, About, FAQ, and My Account. On the left sidebar, there is a search section with a text input field, a "Search" button, and a dropdown menu labeled "in this collection". Below this is an "Advanced Search" link and a "Notify me via email or RSS" option. The "Browse" section lists "Collections", "Disciplines", and "Authors". The "Links for Authors" section is highlighted, and the "Submit Research" link is enclosed in a red box with a red arrow pointing to it. Other links in this section include "SURF Homepage" and "Author FAQ". At the bottom of the sidebar is a link for "SURF Supporting Colleges". The main content area shows a breadcrumb trail "Home > SURF", a large stylized "SURF" logo with the text "SUMMER UNDERGRADUATE RESEARCH FELLOWSHIPS" underneath, and a "Follow" button.

SUBMITTING YOUR ABSTRACT

- Once you click on “Submit Research”, you will be asked to login.
- **Details about the needed information is provided in the next several slides. Please read this entire document.**
- After you login, complete the submission form.

The screenshot shows the Purdue University SURF Symposium submission website. The header features the Purdue University logo and the title "The Summer Undergraduate Research Fellowship (SURF) Symposium". A navigation bar includes links for Home, About, FAQ, and My Account. On the left sidebar, there is a search section with a text input field for search terms, a search button, and a dropdown menu for "in this collection". Below this are links for "Advanced Search" and "Notify me via email or RSS". The sidebar also contains a "Browse" section with links for Collections, Disciplines, and Authors, and a "Links for Authors" section with links for SURF Homepage, Author FAQ, and Submit Research. At the bottom of the sidebar is a "SURF Supporting Colleges" section. The main content area features the SURF logo, which is stylized with a blue and yellow wave background. Below the logo, there are two required sections: "Research Title" and "Author List". The "Research Title" section includes a text input field and a note: "Please utilize Headline Style Capitalization e.g., The Scholarly Communication Crisis". The "Author List" section includes a text input field and a note: "Please include all authors including their email address and home institutional affiliation". At the bottom of the main content area, there is a search bar with the text "Search For An Author Using: Last Name, First Name, Email, or Institution".

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The Summer Undergraduate Research Fellowship (SURF) Symposium

Home About FAQ My Account

Enter search terms:

in this collection

Advanced Search

Notify me via email or [RSS](#)

Browse

Collections

Disciplines

Authors

Links for Authors

[SURF Homepage](#)

[Author FAQ](#)

[Submit Research](#)

SURF Supporting Colleges

SURF
SUMMER UNDERGRADUATE RESEARCH FELLOWSHIPS

REQUIRED Research Title

Please utilize Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Enter Title:

REQUIRED Author List

Please include all authors including their email address and home institutional affiliation

Search For An Author Using: Last Name, First Name, Email, or Institution

SUBMITTING YOUR ABSTRACT

NOTE:

There are 2 important components to submitting your abstract, and you need to do both for the submission!

- 1) Enter the data into the form as show in the previous slide and described below.
- 2) Within the form, you will upload your **abstract document** you created using the template provided by SURF, described below as **“Full Text of Abstract.”**

SUBMITTING YOUR ABSTRACT

Below is a description of how to complete the fields.

- **Research Title (Required)**

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*.

- **Author List (Required)**

Enter all authors including their email address and **home** institutional affiliation.

IMPORTANT: At a minimum, your name and your professor's name will be listed here.

- **Research Website link**

- **Key words (Required)**

Include at least 1 keyword, but no more than 5 entries. Separate multiple entries with a comma (,).

- **Presentation Type (Required):** Talk or Poster

- **Disciplines**

Use the dropdown list to fill in the discipline listing. You can select multiple entries if necessary.

Continued....

SUBMITTING YOUR ABSTRACT CONT'D

- **Research Abstract (Required)**
Copy and paste your abstract (body of your abstract only; not title, authors, etc.).
- **Session Track (Required)**
Select the session track you will present your research on August 4.
- **Full Text of Abstract (Required)**
Select “Upload File from your Computer” and upload your abstract document using the required SURF Word doc template.
- **Presentation Materials (uploaded after Symposium)**
Use this field to upload your research presentation materials (e.g. Posters or Presentation Slide Deck). Check this box if you would like to add your Presentation Materials. You will be directed to do so once you click Submit. **You must gain permission from your professor to upload these, and you will have until August 15 to do that.**
- **License Agreement (Required)**
Make sure you click on “Please check this if you agree to the above terms.”

Once you have finished the form, click on “SUBMIT.”
You have now completed the upload of your SURF Abstract!