Create an OJS account

1. Go to https://ejournals.lib.vt.edu/JUMR/index
2. Click "Register" at the top.
3. Fill out the profile.
4. Be sure the check the "author" check box near the bottom.
5. Click the green "Register" box at the bottom.
6. You will receive an email. Click the link to validate your account.
7. Login by typing your Username and Password in the text boxes on the right and clicking the "Login" button.

Submitting a Paper

1. Click on "User Home" at the top.
2. Click the "New Submission" link on the right.
3. Follow the instructions in the following 5 steps.

Step 1: Starting the Submission

1. Ensure that each statement in the *Submission Checklist* is accurate.
2. Check each checkbox if each statement is true about the submission.
3. (Optional) Leave any relevant comments for the editor.
4. Click "Save and continue".

Step 2: Uploading the Submission

- Follow the instructions to upload the submission text file.
- Don't worry about the file name, it will be changed automatically.
- Ensure that the file format is docx, doc, odt, wpd, or rtf.
- Follow the formatting instructions under "Main Article Text".
- This file should not include figures or tables. All figures should be submitted separately in step 4.

Step 3: Entering Submission's Metadata

- **Authors**
    o Fill out the information for each undergraduate author.
    o Click the "Add Author" button to add additional authors.
    o A bio must be submitted for each author and should be 100 words or less.
- **Title and Abstract**
    o The title should be no longer than 90 characters (including spaces).
    o The title should not include words such as "First", "Novel", or "New".
    o The abstract should be 200 words or less and outline the aims, scope, and conclusions of the paper.
- **Contributors and Supporting Agencies**
    o It is important to list all persons, organizations, and services that contributed to the article's content or provided funding or support to the work.
- **References**
    o Use the American Chemical Society format for citing references. See http://library.williams.edu/citing/styles/acs.php for more information.

Step 4: Uploading Supplementary Files

- The following files should be submitted here. Follow the formatting conventions listed below for each file.
    o Figures. (Each figure should be submitted as a separate file. If the figure is multiple parts, each part should be submitted separately.)
    o Tables
    o Keywords

- o Biography photos
- o Signed copyright form
- o Layout example (optional but highly encouraged)
- To upload each file:
  1. Click the "Choose File" button.
  2. Use the dialog window to select the appropriate file.
  3. Click "Upload"
  4. Fill out the metadata. For the title, follow the directions in the "Formatting and Naming Conventions" Section.

Step 5: Confirmation

When you are ready to complete the submission process after looking everything over, click the "Finish Submission" button. You should receive a confirmation email.

Main Text Format

- The main text should contain the following sections:
  - o 1. Introduction
  - o 2. Procedure
  - o 3. Discussion and Results
  - o 4. Conclusion
  - o Future Work (optional)
  - o Acknowledgements
  - o References

Formatting

- Text
  - o Font: Times New Roman, 12-pt
  - o Alignment: Justified, single column
  - o Line spacing: double
  - o Paragraphs: Single carriage return between paragraphs. Do not indent first line of new paragraphs.
- Title (optional)
  - o Font: Times New Roman, bold, 16-pt
- Headings
  - o Font: Times New Roman, bold, 12-pt
  - o Carriage return above but not below.
- Subheadings
  - o Font: Times New Roman, italicized, 12-pt
  - o Number subheadings to match their section followed by a decimal and sequential number.
  - o Example: "*2.1 Sample Preparation*" and *"2.2 Testing"* could be two subheadings in the "2. Procedure" section.
- Figures/Tables/Illustrations
  - o   Put figure name and caption between paragraphs. Use a single carriage return above and below the figure text. DO NOT EMBED FIGURES IN THE TEXT.
  - o Captions should be no more than 100 words.
- Equations and special characters:
  - o When embedded in the text, they should be Times New Roman or an inserted symbol
  - o When they stand alone, they should be **either** Times New Roman and inserted symbols **or** a picture following the format mentioned for figures
  - o Equations should be numbered in sequential order, with the numeral in parenthesis. [Ex. $x + y = z$ (1)]

- Acknowledgements
  - 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….).
- References
  - Reference citations in the text should use a superscripted number with the punctuation on the left of the superscript. Multiple references should be separated by a comma or a dash for more than two sequential references in a row.
    - Ex: The ocean has water in it.[1-3,6,7]
    - Citations should be numbered in the order that they appear in the text and match the bibliography section.
  - Document references according to American Chemical Society documentation standards. (see: http://library.williams.edu/citing/styles/acs.php) Include journal article and book chapter titles.
  - If your references are not as stated, we will return your submission for corrections.

Other Notes

- The SI system shall be used for all scientific and laboratory data.
- Temperatures shall be in degrees Celsius. Use a superscripted "o" for the degrees symbol (Ex. 100 $^{\circ}$C).
- Numeric values greater than 999 or less than 0.001 shall be given in scientific notation.
- Put a space between the number and the unit (Ex. 100 nm).
- The period shall not be used in abbreviations
- "%" and "/" shall be used instead of "percent" and "per".
- All abbreviations, acronyms, and symbols used in the papers should be defined at the first use. (Ex. "transmission electron microscope (TEM)").

Formatting and Naming Conventions

Figures

- **Uploading**
  - Name the figure file to match the figure name in the article text
    - Ex: "**Figure1.tif"** or "**Figure2a.tif"**
  - Each figure should be uploaded separately with the supplementary files.
  - If a figure has multiple parts, upload each part as a separate file.
- **Format and Quality Requirements**
  - File must be in one of the following formats and meet the resolution requirements
    - EPS: Vector drawings. Embed the font or save the text as 'graphics'.
    - TIFF: Color or grayscale photographs (halftones): use a minimum of 300 dots per inch (dpi).
    - TIFF: Bitmapped line drawings: use a minimum of 600 dpi.
    - TIFF: Combination bitmapped line/halftone (color or grayscale): use a minimum of 600 dpi.
  - All color images should be in CMYK mode and not RGB.
  - Submit figures in the actual size they should appear in the journal.
    - Figures can be single column or double, but single is preferred. Single column figures should be a maximum of 3.25 in. wide and 9.5 inches tall. Double column figures should be between 4.13 and 7.0 inches wide and no larger than 9.5 inches tall. Figures that do not need to be resized will yield the best results. Figure lettering should be no smaller than 4.5 points and lines no thinner than 0.5 points (after any necessary resizing).
  - If the figure is created in a Microsoft Office application (Word, PowerPoint, Excel), Origin, or another figure making software then please supply the original file along with the image.

Tables

- **Uploading**

- o Name the table file to match the table name in the article text
    - ▪ Ex: **"Table1.xls"**
  - o Each table should be uploaded separately with the supplementary files.
- When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. Number tables consecutively in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Keywords
- Name the file **"Keywords.txt"**
- File format can be txt, docx, doc, odt, wpd, or rtf.
- Include 3-4 relevant keywords for searching and indexing purposes.
- Do not use abbreviations.

Bio Pictures
- A picture of each author is required.
- Upload each picture separately.
- Name the file **"LastName.tif"**
- Follow the same quality and formatting requirements for Figures.
    - o The image size should be 1 in. wide and 1.5 in. tall.
    - o Images that don't fit will be cropped and/or resized.
- All photos must be "business casual" or "professional" in appearance.
    - o Seriously, no glamor shots.

Signed Copyright Form
Name this file **"CopyrightForm.doc"** and upload it with the supplementary material. A copy of the copyright form contained in Appendix A should be signed by all undergraduate authors. This form 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. Without this form, papers cannot be reviewed.

Example Layout
Authors may submit along with the supplementary material a PDF or word file demonstrating the author's view of how the article should appear in the journal. This is especially useful for demonstrating figure layouts with multiple part figures. The final article may deviate from the example layout for style, formatting, or other reasons. JUMR will have the final say in the article's layout.

Helpful Notes
Resolution Requirements – In order to confirm an image is 300-600 dpi, Windows users can right click the tiff file and select "properties". The dpi is listed under the *details* tab of the properties window.   Alternatively, one can determine the dpi by opening the image in most image editing programs such as Adobe Photoshop. In Adobe, go to the *Image* menu and choose *Image Size*. The dpi level should be listed.

Picture File Formats – Most image editing software can save an image in one of the accepted formats. Choose File, Save As and select the appropriate file type in the drop down menu below the File Name text box.

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 in CMYK mode (not RGB).

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.