Submission Form

The Cupola: CNU's Undergraduate Research Journal

Please complete this form by typing the requested information into the boxes provided. When you are finished and have signed the form you should save it and send it to co-authors and, finally, the faculty mentor. The faculty mentor should return the form to the primary student author who will then submit it along with the manuscript in .doc or .docx format only to ourca@cnu.edu.

Primary Student Author		
Name:	CNU ID#:	
Email address:		
Expected Graduation date:		
Academic discipline of submission	:	
Additional Student Author(s)	Department	University
Note: Please add more lines for stud	ent authors, if needed.	
Faculty Mentor:		
Name:		
College:		
Department:		
Phone Number:		
Email address:		
Select One:	Co-Author	Faculty Mentor

Please check the appropriate items listed below.

This research manuscript does not report data collected from human subjects.

This research manuscript reports data collected from human subjects and has been approved by CNU's Institutional Review Board: IRB Log#

This research manuscript does not report data collected from live animals.

This research manuscript reports data collected from live animals and has been approved by CNU's Institutional Animal Care and Use Committee: IACUC Log#

Student author(s):

Title of Manuscript:

The author(s) hereby submit the following manuscript for review to *The* Cupola. They affirm that the work presented in this manuscript is their own original research unless otherwise acknowledged as outside references in the literature cited. The author(s) conducted the research with the help of the above listed mentor and have received approval from the mentor to publish this article.

In signing this form:

- Each author acknowledges the submission of this manuscript to be published in *The Cupola*, the undergraduate research journal published by Christopher Newport University, in electronic and print form.
- Each author acknowledges that they participated in the work in a substantive way and is prepared to take public responsibility for the work.
- Each author understands that the article will be reviewed by a panel of faculty reviewers who will
 recommend acceptance for publication; acceptance with revisions; or reject for publication.
- Each author certifies that they have followed the accepted standards of scientific, creative, and academic honesty and ethics as outlined in Christopher Newport University's Honor Code.
- Each author confirms that the publishing of this manuscript by *The Cupola* does not conflict with any other copyrights or legal bindings and agrees not to publish the manuscript in any other form prior to publication in *The Cupola*.
- Each author is aware that some research journals may require exclusive rights to the research they publish and
 understands that by publishing in *The Cupola* may preclude the article being published in another journal.
- Each author understands that the authors retain the copyright to their work.

Student Author(s) Signature(s):

By completing the signature and date sections below you hereby consent that all information on this form is accurate to the best of your knowledge. Please note: this form maybe signed electronically or signed and scanned as a PDF to submit to OURCA@cnu.edu.

Student author's Signature	Date
Student author's Signature	Date
Student author's Signature	Date

Faculty Mentor Signature:

The Cupola strives to publish the most outstanding scholarship of undergraduates at Christopher Newport University. Therefore, the paper submitted should be of the highest academic caliber, should conform to the documentation standards prescribed by the discipline, should adhere to rigorous investigative techniques, and should be essentially free of errors.

- O By signing this form, I acknowledge that I have read the manuscript named above and critiqued it on content, method, style, grammar, and overall presentation; and that the planning, execution, and writing of the manuscript represent primarily the work of undergraduate students. I understand that I will be acknowledged as the faculty mentor for the student author(s) and approve it for submission to *The Cupola*.
- To the best of my knowledge, the student has followed the accepted standards of investigation, creativity, academic honesty, and ethics as they conducted the research.
- By completing the signature and date sections below you hereby consent that all information on this form is accurate to the best of your knowledge. Please note: this form maybe signed electronically or signed and scanned as a PDF to submit to the OURCA; the faculty endorsement may alternately be emailed separately to ourca@cnu.edu.

Mentor's Signature Date