**Requirements for submitting to Laridae**

* Work must be completed while the student was an undergraduate student
* Project must be complete by the time of submission (usually the end of May)
* Students must submit an intent to submit form (link will posted on the Laridae website)
* As soon as students submit their intent to submit, their faculty mentor receives an email with a link asking them to approve the submission
* Only students whose submissions have been approved by their faculty mentors are given access to the Laridae MyClasses page to upload their submissions.

**Types of submissions to Laridae accepts:**

* Text-based submissions (manuscripts) – must be submitted as a **Word document** with the required coverpage followed by the text-based submission of fewer than 6,000 words—including references.
* Visual submissions must be in high quality, JPG image format. Still requires a cover page with student’s name, major(s), minor(s), academic year, abstract, and faculty representative's name and discipline. If your student has human subjects in photographs or paintings, they are**required** to have signed consent with their submission.

If applicable, IRB or IACUC protocol number for research containing human subjects or animals, respectively is needed.

**Types of submissions that Laridae *does not* accept:**

* PowerPoint presentation
* Incomplete projects
* Project proposals
* Videos or audio files

**Role of the faculty mentor for students submitting to Laridae:**

* Approve student’s submission (you will receive a link in your SU email after the student submits their intent to submit)
* Ensure work is consistent with the types of submission that Laridae accepts
* Mentor students through the editing process
	+ You will be sent an invitation to be a “faculty observer” on the Laridae MyClasses page so that you will receive announcements about the deadlines for revisions.