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Submission Requirements

Please follow the guidelines below before submitting your proposal. Please keep in mind that the samples are to illustrate the most basic requirements; they are not to be taken as the only acceptable style!

These guidelines are to serve three purposes:

• To ensure that all submissions can be evaluated fairly, with all authors subject to the same restrictions on format and space

• To approximate the formatting of the final published article

• To make the submissions evaluation process more manageable for the editors

In following these guidelines, you are helping to ensure a fair and enjoyable experience for everyone in the Reuleaux community. Thank you!

If you have any concerns, feel free to contact Reuleaux directly at reuleaux@mines.edu or visit the writing center at mines. Ryan Lambert (ryandeanlambert@mines.edu) and Allyce Horan (ahoran@mines.edu) work very closely with Reuleaux staff and are excellent resources for submission help. They will also be holding Reuleaux writing workshops, so keep your eye out for those.

All Submissions

All prospective authors must book a one hour appointment with the writing center before final submission to Reuleaux. Additionally, authors are encouraged to attend one or more writing center workshops to develop their submission and to better understand Reuleaux submission standards. Workshop dates will be announced soon. Please note that the writing center is very busy at the end of the semester, so book your appointment early!
**Capsule Articles**

Capsule articles are our longest feature in the printed journal. These are concise and readable overviews of your research accessible to a technically educated audience. They are to be completely self-contained, with emphasis on an engaging narrative rather than an exhaustive relay of data. In general, submissions under this category should contain an abstract, information pertaining to the researcher’s methods, and a discussion of any important results, including study limitations. It is recommended that 3-4 figures and references be included to outline larger trends and milestones rather than extreme specifics.

**Guidelines**

1. Must be three pages or less including all data, figures, references, and headers.
2. Header should include the title of your paper, author names, and relevant institutional relationships i.e. department, research group, company etc.
3. Must include an abstract below the header.
4. Must be on standard A4 sized paper (8.5” x 11”) with one inch margins.
5. Must be formatted into two or three columns.
6. Must include properly cited sources and a references section (IEEE format).
7. Must be Times New Roman 11 pt font or Computer Modern 10 pt font (LaTeX default).

For capsule articles, we are also asking for a signed faculty advisor form. You can find the form [here](#). Your advisor is an amazing resource as you attempt to publish your paper. We want to make sure your advisor is aware of your intentions as early as possible so they can make themselves as helpful as possible to you.

**Spotlight Articles**

At just a single page in length, this submission category seeks to spotlight new and otherwise exciting projects on campus, as well as create a publication platform for more condensed communications that do not necessarily warrant a larger scale written report. Compared to the capsule article, a written spotlight has a more honed scope and focuses on giving a very concise presentation of a single topic, primarily including just an abstract highlighting research objectives and key results with few figures.

**Guidelines**

1. Must be on standard A4 sized paper (8.5” x 11”) with one inch margins.
2. Must include a header with the title of your paper, author names, and relevant institutional relationships i.e. department, research group, company etc.
3. Must include a concise abstract.
4. Can be formatted with two or three columns.
5. Sources must have citations with a references section at the end (IEEE format).

**Visual Spotlight**

As a two-page visual counterpart to the written spotlight, this submission category carries the same scope. However, the visual spotlight places an emphasis on graphic design over formal writing, displaying information in a “poster presentation” design style. The submission should be stand-alone with table captions and references to guide the viewer, but figures and images are employed as the primary communicative tools. Again, basic information pertaining to objectives, methods, results, and study limitations should be included. Think of it like a poster presentation that can stand on its own in a printed format.
Submission Requirements

Guidelines
1. Must be adaptable to a two page spread on 8.5” x 11” paper.
2. Must include a header with the title of your submission, author names, and relevant institutional relationships i.e. department, research group, company etc.
3. Emphasis on a visual layout: the majority of your words should be in captions, etc.

Submitting
For all submissions, we are asking for a cover page with the following information:

- Article name
- Author name(s) and specific role(s), research group, or any other relevant information
- Email(s) and Major(s)
- Discipline of research
- Advisor’s name, email, and department
- Three keywords (descriptive, may illustrate important findings, assumptions and simplifications, scope/scale, or give insight into the experimental process)
- 16-digit ORCID number. If you do not yet have an ORCID number, please visit this link to get started.

Please submit a pdf file with a cover page and your article here. Note that the cover page is not included in the page limits described below. If you have any questions, please contact reuleaux@mines.edu at anytime. Good luck!

- Editors of Reuleaux
Formatting Guidelines

These guidelines are here as an indicator for the types of submissions *Reuleaux* is looking for. All rules and requirements listed above are **mandatory**. All of the suggestions below are **not mandatory**\(^1\). Please take them as an inspiration and a guide instead of an outline.

Abstract

Please include an abstract in your submission. The abstract must be entirely self-contained and may not include numbered references. As always, your abstract should demonstrate what models you are testing or the purpose of your research. It should conclude with your results, i.e. the data did or did not support the model and concluding remarks, etc.

Figures and Data

There is not one style requirement for figures and presentation of data. Please number your figures and/or tables, but other choices such as placement, size, and captions are up to your discretion. It is recommended you choose a journal relevant to your discipline and approximate their style.

Conclusion

It is highly recommended that you include a conclusion section or a concluding paragraph that discusses the final results or takeaways from your research. This may include but is not limited to error discussion, important implications or results, or different avenues of exploration that may or may not corroborate your findings. This section may include references to important figures or equations where appropriate. You may also include some final thoughts on “the next step” in this line of inquiry.

References

Please cite all references in IEEE style. There are a number of sources out there, but the most complete reference can be found at the [IEEE author center website](http://www.ieee.org). There, you will find the IEEE Editorial Style Manual in pdf format. As of October 2018, the latest version has information on citing references in section five, page 35. Note that websites and guides change frequently, so any link or page number provided may no longer be relevant.

A Note on Style

The main stylistic priorities for your submission are clarity and readability. While submissions should present information in an aesthetic manner, there is no need to stress minor elements of style. Accepted submissions will be revised to match the style of the published journal during the peer review process in the Spring, so emulating the example submissions *exactly* is unnecessary. Feel free to use templates as provided by MS Word, *\LaTeX*, or your preferred word processor provided all of the mandatory elements listed above are included.

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\(^1\)With the exception of a) no numbered references in the abstract, b) figures must be numbered and c) references must be in IEEE format