Scholars Symposium Submission Quick Start Guide

Thanks for your interest in submitting to the 2025 Scholars Symposium!
Below is a helpful guide to the submission process.

<u>What to Submit:</u>

A **proposal** for a project (a **poster, podium presentation, art piece,** or **performance)** you believe explores the frontiers of knowledge, integrates ideas, connects thoughts to actions, and reflects on the implications of your field in submission to biblical authority. Research and creative arts projects alike are welcome. Your proposal may be up to 350 words. Artists should upload a color photograph of their piece with their proposal.

<u>Where and When to Submit:</u>

Follow this link to the Scholars Symposium 2025 Submission Page.

Submit your proposal from December 2nd, 2024 to February 28th, 2025.

<u>How to Submit a Proposal:</u>

1. Log in to the submission page with your Cedarville credentials using the "Login with your CedarNet account" link.
2. You will need to check the box to accept the Submission Agreement before you can start the submission process.
3. The submission page will ask for the following information:
   - Title of submission
   - Names and email addresses of **<u>all</u>** presenters
   - Status of the presenter(s) (check all that apply: *faculty, staff, grad student, and/or undergrad student)*
   - Department(s) of the presenter(s)
   - Type of submission *(performance, podium presentation, poster, or art exhibit)*
   - Keywords (up to 10)
   - Proposal of up to 350 words. Artists should also upload a photo of their art piece using the "Full Text of Presentation" field.
   - Will you want your project published in the repository?
     ("Yes" response is recommended. Please only check "No" if you intend to submit your project for possible publication elsewhere.)
   - Do you have a résumé on file with Career Services?

<u>What's Next:</u>

Your work will undergo a review process, and the editorial board will contact you about the status of your submission once they have reached a decision.

Please **save** your decision email and review the publishing timeline communicated to you.

If your work is accepted, you should expect to:

- Work with an assigned editor to make requested revisions.
- Upload your final work by April 4th, 2025.
- Receive your presentation time and location for the day of the event.
- Present your work at the annual symposium event on April 16th
- View your published work in the repository (if you chose to publish).
  (To preview what that might look like, please visit our past symposia.)

<u>How Do I Submit My Final Work?</u>

- Refer back to the email from Step #4 on the previous page for your direct access link or log in to your account on the Digital Commons and find a link to your proposal under "My Account." Click the link.
- On the left navigation tab, click "**Revise work.**" This page should look similar to the page you used to submit your original proposal.
- To adjust any changes to your submission since your initial submission, such as title, abstract, or keywords, modify the correct field on the revision page.
- At the bottom of the page, there will be a field labeled "**Full Text of Presentation.**" Please select "**Upload file from your computer**" and select the file containing your final work.
- When you are satisfied with your edits, click the "Submit" button at the bottom of the page. (**Only click once!**)

<u>Still Have Questions?</u>

Please refer to the contact information below for any additional questions you may have!

- Contact nathanaeldavis@cedarville.edu for questions related to the Symposium guidelines and timeline.
- Contact dc@cedarville.edu for questions related to navigating and submitting to the repository.