Template for Submission of CHEM PhD Original Proposal

**Word 2011, Page Wide Abstract Version**

This template is a guide to be used to prepare your original proposal for submission. Inserting graphics and tables close to the point at which they are discussed in the text of the manuscript can be a benefit to those reviewing your proposal. This original proposal format is chosen specifically because it is the most common format used by applicants for research intensive tenure-track assistant professor positions.

**Original Proposal Guidelines**

Your proposal should be original, novel and represent an area of research that may be connected to but not the same as your doctoral research. Your proposal should be between 2000-3000 words with 3–5 figures/schemes (~4-7 pages) not including the abstract or references. Graphics should be yours and prepared with ChemDraw (or an equivalent drawing/rendering program) using the ACS 1996 format with Arial font sizes in your proposal figures between 6-7 pt. Any single standard journal reference format may be used, and references should include both title and DOI information. You are encouraged to seek the help of faculty and fellow students; however, all work should be your own. Proposal preparation is bound by the academic policies set forth by the university. Please see the policies at the following website with special attention to *Academic Integrity.* <https://tlcommons.wvu.edu/syllabus-policies-and-statements>

***Abstract preparation:***Your abstract should directly address in 250-500 words: 1) specific objective of the proposed research; 2) central hypothesis; 3) specific aims (usually 2-3); 4) significance of proposed research.

**Using the template**

1. If typing your manuscript directly into the template, select (highlight) the text of the template that you want to replace and begin typing your manuscript (i.e., select the Title section for typing in your title).
2. If you have already prepared your document in a Word file, you will need to attach the template to your working document in order to apply the Word Style tags. Further instructions can be found in the readme file at the web page where you downloaded this template.
3. Go to the Word Style list on the formatting toolbar and you will see all the Word Styles from the template that has now been imported into the current document. A Styles toolbar has been generated that will display the different Styles for you to choose from. If this is not present, select **View**, **Toolbars**, and then select **Styles** and it should appear. You can close this at any time and then reopen it when needed.
4. Click in the sentence or paragraph and then go to the Word Style menu on the toolbar and select the relevant Word Style. This will apply the Word Style to the entire text (sentence or paragraph). Do this for all sections of the proposal.
5. To insert graphics within the text or as a figure, chart, scheme, or table, create a new line and insert the graphic where desired. If your graphic is not visible, ensure that the Word Style is “Normal” with an automatic height adjustment. If the size of the artwork needs to be adjusted, re-size the artwork in your graphics program and re-paste the artwork into the template (maximum width for single-column artwork, 3.3 in. (8.5 cm); maximum width for double-column artwork, 7 in. (17.8 cm)). **NOTE**: If you are submitting a Table of Contents graphic, please insert the graphic at the end of the file.
6. Ensure that page numbers are present on all pages before submitting your proposal.
7. Delete these instructions and any sections that are not needed.
8. Save the file with the graphics in place: select **Save As** (**File** menu) and save it as a document file (not a .dot template file). You may wish to check the box indicating “maintain compatibility with previous versions of Word”.
9. Save the file as a PDF: select **Save As (**File menu) and save it as a PDF file.
10. Proof the PDF file to ensure that all parts of the proposal are present and clearly legible. **Email your proposal in PDF form to your research advisor, committee members, and the Director of Graduate Studies (Prof. Popp) at least four weeks prior to your scheduled seminar presentation**. The Director of Graduate Studies will distribute the proposal to all Department faculty and graduate students. A record of past proposals will be kept by the Director of Graduate Studies and will be made available upon request.

TITLE (Word Style "BA\_Title"). The title should accurately, clearly, and concisely reflect the emphasis and content of the paper. The title must be brief and grammatically correct.

AUTHOR NAMES (Word Style "BB\_Author\_Name").

ABSTRACT: (Word Style “BD\_Abstract”). All proposals must be accompanied by an abstract. Your abstract should directly address in 250-500 words: 1) specific objective of the proposed research; 2) central hypothesis; 3) specific aims (usually 2-3); 4) significance of proposed research.

TEXT (Word Style "TA\_Main\_Text"). For full instructions, please see the journal’s Instructions for Authors. Do not modify the font in this or any other section, as doing so will not give an accurate estimate of the formatting for publication and final length of the paper.

FIGURES (Word Style "VA\_Figure\_Caption"). Each figure must have a caption that includes the figure number and a brief description, preferably one or two sentences. The caption should follow the format "Figure 1. Figure caption." All figures must be mentioned in the text consecutively and numbered with Arabic numerals. The caption should be understandable without reference to the text. Whenever possible, place the key to symbols in the artwork, not in the caption. To insert the figure into the template, be sure it is already sized appropriately and paste before the figure caption. For formatting double-column figures, see the instructions at the end of the template. Do NOT modify the amount of space before and after the caption as this allows for the rules, space above and below the rules, and space above and below the figure to be inserted upon editing.

SCHEMES (Word Style "VC\_Scheme\_Title"). Groups of reactions that show action are called schemes. Schemes may have brief titles describing their contents. The title should follow the format "Scheme 1. Scheme Title". Schemes may also have footnotes (use Word Style "FD\_Scheme\_Footnote"). To insert the scheme into the template, be sure it is already sized appropriately and paste after the scheme title. For formatting double-column schemes, see the instructions at the end of the template. Do NOT modify the amount of space before and after the title as this allows for the rules, space above and below the rules, and space above and below the scheme to be inserted upon editing.

CHARTS (Word Style "VB\_Chart\_Title"). Groups of structures that do not show action are called charts. Charts may have brief titles describing their contents. The title should follow the format "Chart 1. Chart Title". Charts may also have footnotes (use Word Style "FC\_Chart\_Footnote"). To insert the chart into the template, be sure it is already sized appropriately and paste after the chart title. For formatting double-column charts, see the instructions at the end of the template. Do NOT modify the amount of space before and after the title as this allows for the rules, space above and below the rules, and space above and below the chart to be inserted upon editing.

TABLES. Each table must have a brief (one phrase or sentence) title that describes its contents. The title should follow the format "Table 1. Table Title" (Word Style "VD\_Table\_Title"). The title should be understandable without reference to the text. Put details in footnotes, not in the title (use Word Style "FE\_Table\_Footnote"). Do NOT modify the amount of space before and after the title as this allows for the space above and below the table to be inserted upon editing.

Use tables (Word Style “TC\_Table\_Body”) when the data cannot be presented clearly as narrative, when many precise numbers must be presented, or when more meaningful interrelationships can be conveyed by the tabular format. Do not use Word Style “TC\_Table\_Body” for tables containing artwork. Tables should supplement, not duplicate, text and figures. Tables should be simple and concise. It is preferable to use the Table Tool in your word-processing package, placing one entry per cell, to generate tables.

**Displayed equations** can be inserted where desired making sure they are assigned Word Style "Normal". Displayed equations can only be one column wide. If the artwork needs to be two columns wide, it must be relabeled as a figure, chart, or scheme and mentioned as such in the text.

REFERENCES

(Word Style "TF\_References\_Section"). References are placed at the end of the manuscript. Authors are responsible for the accuracy and completeness of all references. Examples of the recommended formats for the various reference types can be found at <http://pubs.acs.org/page/4authors/index.html>. Detailed information on reference style can be found in The ACS Style Guide, available from Oxford Press.

To format double-column figures, schemes, charts, and tables, use the following instructions:

 Place the insertion point where you want to change the number of columns

 From the **Insert** menu, choose **Break**

 Under **Sections**, choose **Continuous**

 Make sure the insertion point is in the new section. From the **Format** menu, choose **Columns**

 In the **Number of Columns** box, type **1**

 Choose the **OK** button

Now your page is set up so that figures, schemes, charts, and tables can span two columns. These must appear at the top of the page. Be sure to add another section break after the table and change it back to two columns with a spacing of 0.33 in.

Table 1. Example of a Double-Column Table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 | Column 7 | Column 8 |
|  |  |  |  |  |  |  |  |