



*Research and Creative Activity at Public Liberal Arts Colleges*  
*A program of the Council of Public Liberal Arts Colleges*

## **Metamorphosis Style Sheet for Submissions**

You will need to send TWO documents by email to [beth@coplac.org](mailto:beth@coplac.org).

### DOCUMENT ONE: *Summary Document*

Document in MS Word

Title this document with your last name and school acronym (for exp: Beth Carter at UNC Asheville would title her Summary Document carterunca).

In this document please list the following in this order:

Title of Presentation

Author(s)

Faculty mentor(s)

School

200-250 word abstract (submissions over the 250 word limit will be edited).

Brief (2 sentence) biographical entry indicating hometown/city, academic major and current post-graduation plans.

For example: John Smith is a junior philosophy major from Savannah, Georgia. He plans to pursue graduate study in medical ethics and work in the field of public health.

### DOCUMENT TWO: *Research Document*

This is your actual paper.

Document can be in MS Word or as a pdf

Title this document with your last name, school acronym and the letters RD (for exp: Beth Carter at UNC Asheville would title her Research Document carteruncaRD)

On the first page, include paper's title, author(s), faculty mentor(s) and school name

Document should be single-spaced text with 1" margins, 12 pt font, and a maximum of 10 single-spaced pages.

All references are to be organized as endnotes

If you have questions, please contact Beth Carter at 828/258-7879 or [beth@coplac.org](mailto:beth@coplac.org)

