Before you begin you will need:

- The submission's title

- The abstract (up to 250words)

- A list of keywords (10 maximum)

- The electronic format of your file, or link to your file.

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- Go directly to Trace's homepage and click on "**Submit Items to Trace**" OR

- Go directly to the Submit Research page (trace.tennessee.edu/submit_research.html/)

- Select your College and Department.

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>
> Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*
>
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NOTE: Please enter the title exactly how you would like it to appear on your cover page in Trace. If you need to include bold or italic text here, please use HTML tags.

> **REQUIRED** Authors ← **Step 2: Enter Author Information**
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Only plain text is supported for the abstract (fonts and text style changes are no preserved). If you would like to include **bold** or *italic* text in your abstract, HTML be used.

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