**Electronic Submission Guidelines for IAS Talent Search Materials**

To save time, paper, and postage, the Indiana Academy of Science Talent Search Director has adopted electronic submissions of the Personal Data Form, Abstract, and Research Paper. In order to facilitate handling a large number of files and minimize confusion, please adhere to the following submission guidelines:

**Email Subject Line:** Please clearly identify the subject of the message as “IASTS Talent Search Submission”. Teachers may submit multiple students’ work in one email, but make sure the total size of the attachments fits within the email system’s limit.

**File Formats:** Either word processor or PDF files. Word processor files are preferred because they are generally smaller than PDF files. Inspect scans of handwritten personal data forms to ensure legibility – sometimes the scan comes out light, or smudged.

**File names:**  File names should consist of the student’s last name, first initial, the document identification, and the year. For example: “Thomas L Abstract 2015” for L Thomas’ abstract, or “Smith J Supervisor Remarks 2015” for remarks submitted by J Smith’s research supervisor. Any other identifying data the student or teacher finds necessary or helpful (for instance, identifying this version of the file as the one sent to IASTS) should follow the year.