

## Guide for *Engineering Words* Contributors

The *Engineering Words* website (<http://www.engineering.cornell.edu/engrwords>), sponsored by Cornell's Engineering Communications Program (ECP), presents technical communications produced by engineering students in their work with the ECP.

### Criteria for Work

We seek a wide range of technical communications, including reports, articles, manuals, specifications, memoranda, presentation slides, conference posters, websites, and so forth, from students in all engineering fields. Typically, the work is done for an ECP course or for a writing-intensive course in which students worked with ECP instructors.

The work must identify the author(s), the purpose of the work (e.g., course for which produced), and the date on which the work was produced.

The work must cite all sources used, including sources of illustrations. If the Cornell logo is used, the use must conform to Cornell's guidelines for visual identity at <http://cornelllogo.cornell.edu/>. The use of any proprietary information (e.g., corporate information obtained during a co-op or internship), trademarks, or logos (other than the Cornell logo) requires permission from the entity that owns the intellectual property.

### Nominations and Submissions

Work can be nominated by an instructor in the Engineering Communications Program or be submitted by the student or students who did the work. All nominations and submissions are subject to the approval of *Engineering Words'* editor, who may edit the work for publication. Work must be submitted electronically to [EngrWords@cornell.edu](mailto:EngrWords@cornell.edu) or to [sa258@cornell.edu](mailto:sa258@cornell.edu).

### Release Forms

Students who submit work directly must include a release form. If the work is a group effort, all students who did the work must sign the release form. Instructors who nominate students collect release forms from the students.

### Questions?

If you have questions, please contact *Engineering Word's* editor:

Sharon Ahlers

[sa258@cornell.edu](mailto:sa258@cornell.edu)

255-2787

Engineering Communications Program

467 Hollister Hall

College of Engineering

Cornell University, Ithaca, NY 14853

## Release form for *Engineering Words* (for individuals)

I give *Engineering Words*, a website of Cornell University's Engineering Communications Pro-gram, permission to publish my work(s):

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I understand that I retain copyright to my work.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Submitting this Form**

If you are submitting your work directly to the editor, Sharon Ahlers, please either (1) include a .pdf of this form when you e-mail the work, or (2) bring the form to 467 Hollister Hall. If you were nominated by an instructor, please bring this form to your instructor.

## Release form for *Engineering Words* (for groups)

We give *Engineering Words*, a website of Cornell University's Engineering Communications Program, permission to publish our work(s):

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We understand that we retain copyright to our work.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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E-mail: \_\_\_\_\_

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