



16th Annual UNECOM Research and Scholarship Forum Abstract Guidelines

Please read all the instructions before typing your abstract. **Abstracts must be received by noon Friday, August 26, 2016.** Abstracts must be submitted as an MS Word file attachment to an E-mail.

Page Format:

Paper: 8.5 x 11 (letter), portrait orientation (vertical)

Margins: Top, bottom, left, and right: 1.0 inches

Font: Arial
Font size must be 11 point or greater (12 is recommended).
The text should be single spaced, but skip a line between sections of the abstract.

Length: The abstract must be limited to 350 words (using the margins and fonts previously described).
Do NOT use the header or footer option to include text or titles.
Do not include images or tables in the abstract.
Do not include references in the abstract.

Heading:

Line 1: Title (Please bold, but do not use all caps. *Please capitalize each word.*)

Line 2: Authors [Last Name, Initial(s), Degree]. Example: Smith, J, D.O. All authors must be named. The person presenting the poster at the forum should be the First Author.

Line 3: Name of Institution, Program or Department, City, State
Skip at least one line before beginning the body of the abstract.

Abstract Content (for Original Research): Please follow the traditional four-section format. It is strongly suggested that you include the following in each section:

Introduction: Purpose (rational for study), objectives/aims, hypothesis (if appropriate)

Methods: Brief statement of methods, include: subjects (inclusion/exclusion criteria, sampling method); protocol; data analysis and statistical tests

Results: Summary of results

Conclusion: A brief statement of the conclusion, relating back to the introduction

All abstracts will be reviewed by the UNE COM Research and Scholarship Committee. You may be contacted with suggestions for improvement. *If so, you will be given the opportunity to rewrite your abstract and resubmit it.* The turnaround time will be short.

Submit Abstract to:

Diane Labbe

dlabbe@une.edu

Put "Abstract Submission" in the subject line.

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