2017 Annual UNE COM Research and Scholarship Forum Abstract Guidelines

Please read all the instructions before typing your abstract. **Abstracts must be _received_ by midnight Sunday, August 27, 2017.** Abstracts must be submitted as an MS Word file attachment to the link below.

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).
Align text left (or left justified)
The text should be single spaced, but skip a line between sections of the abstract.

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

Heading:

Line 1: Title (Please bold, but do not use all caps. Capitalize each word except for prepositions and conjunctions.
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 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 but the turnaround time will be short._

Abstracts must be received no later than midnight, Sunday, August 27, 2017

Poster Printing: The Office of COM Research and Scholarship will print your poster at no charge for this event if the file is received by Sunday, September 10 at Midnight; send PowerPoint to Diane Labbe at dlabbe@une.edu.