



# 2019 Annual UNE COM Student Research and Scholarship Forum

Forum Date: September 13, 2019

## Abstract Guidelines

Please read all these instructions before typing your abstract.

**Online Submission Deadline for 1st, 3rd, and 4th year students (firm): *Sunday, August 11, 2019 at 11:59 PM (midnight)***

**Online Submission Deadline for 2nd year students (firm): *Wednesday, August 14, 2019 at 11:59 PM (midnight) with option to submit earlier***

COM students may submit (unpublished) data from other institutions with the permission and consent of their research mentor. Abstracts with preliminary data are acceptable to submit. Obtain approval from your mentor **prior to** uploading your abstract online.

Submit abstract online as an MS Word file at: <https://www.une.edu/com/research/news-events/research-forum>

### 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 12 point

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 **one page only** (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 or citations in the abstract.**

**Heading (include each of these lines!):**

**Line 1:** Title (Please **bold** but do not use all caps). Capitalize the first letter of each word except for prepositions and conjunctions.

**Line 2:** Authors [Last Name, Initial(s), Degree or Class]. Example: Smith, J, D.O., Jones, S., OMSII  
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 to 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

**Acknowledgement:** Acknowledge the University of New England College of Osteopathic Medicine and your clinical site. Acknowledge funding such as the Carmen Pettapiece or Peter Morgane Student Research Fellowship, or any mentor funding that has supported the work.

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 with 24 hrs.*

**Abstracts will accepted until 11:59 PM (midnight) on the firm dates posted at the top of this page.**

**Poster Printing:** The Office of COM Research and Scholarship will print your poster at no charge for this event for those **without** a UNE COM Mentor but only **if the poster file is received by Tuesday, September 3 at NOON**; send PowerPoint to Diane Labbe at [dlabbe@une.edu](mailto:dlabbe@une.edu). Those **with** a UNE **COM on-campus** mentor: Your mentor will print your poster but be mindful to allow ample time for printing prior to the Forum. Of course, students have the option to self-pay for poster printing through an outside vendor. A poster template will be sent separately and no later than August 23<sup>rd</sup> to those whose abstracts were accepted.