

Abstract Submission Guidelines

Abstract Submission Instructions and Guidelines

The 10th Annual Research Conference will be held on April 2nd, 2024 and the event presents an opportunity for undergraduate and graduate students to showcase their research in a poster session that is open to the community. Abstracts from all fields are encouraged and should be prepared in the format below. **Abstracts will be accepted via electronic submission only by the deadline of Tuesday, February 27th, 2024.**

The website for electronic abstract submission is:

[SSU ARC 2024 Registration and Abstract Submission](#)

Submission Requirements:

1. Abstracts that do not conform to official guidelines will not be accepted.
2. **REGISTRATION:** By submitting an abstract, the submitter is registered for the conference. The submitter is considered the presenting author and must be present at the conference.
3. Only one poster may be presented per student.
4. **DEADLINE:** All abstracts must be received by **Tuesday, February 27, 2024**. No corrections will be allowed after this time and there will be no extensions for this deadline.
5. **ELIGIBILITY:** Current Savannah State University students who have conducted original research may register.
6. **PRESENTATION FORMAT:** Paper dimensions of the poster should not exceed 40"W x 36"H.
7. **ACKNOWLEDGEMENT:** All submitted abstracts will receive notification of acceptance no later than Thursday, March 10th, 2016.
8. **SUBMISSION:** Only electronically submitted forms submitted through the ARC website will be accepted.

Abstract Submittal Guidelines

All abstracts must be approved by Research Mentor/Supervisor prior to submission.

- Maximum of 250 word count (excluding, authors, affiliations, and mention of grantsupport).
- Tables, charts, and key words are not allowed.
- Define all abbreviations the first time they appear in the abstract.
- Avoid formulas.
- Do not include references or credits.
- Proofread the abstract carefully before submitting; no corrections allowed.
- Italics should be used only for binomial nomenclature.
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Organization of Abstract

For a strong abstract we suggest the inclusion of purpose, design methods, and results/expected results. The definitions for these areas are listed below. Please note that it is not recommended to formally separate these sections in your abstract.

TITLE: (use titled case letters) maximum 60 characters.

AUTHORS: Please provide the authors in order of precedence in the registration form. They will be formatted with your abstract automatically.

AFFILIATION(S): List the institution(s) where research was conducted. Provide the affiliation for each author. This will be formatted automatically in the program.

PURPOSE: Introduce the importance of the research or activity to include objectives, goals and purpose.

DESIGN METHODS: Briefly explain the procedure and strategy used to gather the information presented.

RESULTS/EXPECTED RESULTS: Explain what you found or expect to find when you perform the analysis of the information presented.

DISCUSSION/CONCLUSION: How do(es) the result(s) address the hypothesis and how do the reported findings contribute to the knowledge in the respective field?

GRANT SUPPORT: Authors are encouraged to acknowledge grant support for research, but not in the abstract body. They are encouraged to provide the grant support information during the online submission process where there will be a text field specific for this purpose.

Presentation Guidelines

Poster presentations will occur during the poster session on April 2nd, 2024. **All posters should be posted by 4:00pm on Monday, April 1st, 2024 to be considered for an award.**

Poster Guidelines

- One side of a poster board will be furnished for each poster display. The available surface area for your poster is 48 inches x 48 inches. Do not exceed this dimension when printing your poster.
- The presenting author is responsible for displaying the poster at the beginning of the poster session and removing it at the end.
- The presenting author must be available at their poster display during the poster session. These sessions are designed as an opportunity for authors to speak with conference attendees about their respective work.
- Regarding type size on posters: Text must be legible. The title should be legible from at least 16 feet away and the text from 3-6 feet. For example: Title is recommended at font size 72-90. Heading recommended at font size 40 - 48. Subheading recommended at 28 - 30. Text recommended at 24 - 28.
- Student's name should be noted with one (1) asterisk and Faculty research advisor should be noted with two (2) asterisks.
- Background of poster should not overwhelm the research information presented. Choose a background that will accentuate the material that you want to present. Students are strongly encouraged to choose a white background rather than colored background
- Limit your font to block style fonts, such as Arial, Bookman Old style, Calibri, Times New Roman

You are strongly encouraged to print (and laminate, if applicable) your poster by April 1st, 2024.