**Abstract Submission Instructions**

An abstract is a clear, concise and complete summary of a project. All abstracts should inform the reader of the nature, the scope, the means/methodology and the results of the project. All students should work with their faculty/staff sponsor to write an abstract appropriate for their discipline. All abstracts must be written by the student(s) and approved by the faculty sponsor before submission. Abstracts cannot exceed 300 words. See next page for example. Do not include instruction page with abstract submission.

1. The title of your abstract should be at the top of the page, using 1” margins, centered, bolded, in all caps, and in Calibri (Body) 16 pt. font.
2. Double-space to name of presenter(s). All students who are presenting on the day of the Symposium should be listed here. Names should be first name, last name, centered and in Calibri (Body) 12 pt. font.
3. Double-space to typing Faculty/Staff Sponsor. Names should be prefix, first name, last name, centered and in Calibri (Body) 12 pt. font.
4. Double-space to email address(es) for presenter(s). All students who are presenting on the day of the Symposium should list here email address(es) here. Email addresses should be underlined, but not linked, with a semi-colon between each one, in Calibri (Body) 12 pt. font.
5. Double-space to type of presentation being performed. Type of presentation (Poster; Oral; Performance; or Exhibit) should be centered and bolded in Calibri (Body) 12 pt. font.
6. Double-space to typing ABSTRACT. This should be left-side aligned, all caps, with a colon at the end of the word ABSTRACT, in Calibri (Body) 12 pt. font.
7. Double-space to typing your abstract with indentations at the beginning of each paragraph. The abstract should be single-spaced in Calibri (Body) 12 pt. font.

**TITLE**

Name of Presenter(s)

Faculty Sponsor:

Email for presenter(s)

**Type of Presentation (Poster; Oral; Performance; or Exhibit)**

ABSTRACT:

Start your abstract here. An abstract is a clear, concise and complete summary of a project. All abstracts should inform the reader of the nature, the scope, the means/methodology and the results of the project. All students should work with their faculty/staff sponsor to write an abstract appropriate for their discipline. All abstracts must be written by the student(s) and approved by the faculty sponsor before submission. Abstracts cannot exceed 300 words.