Abstract Submission Guidelines
Research Day 2017

GENERAL FORMATTING
• Presenting authors will be limited to one abstract/presentation (either oral or poster).
• The presenting author must be the individual whose name appears first on the abstract.
• There is no limit as to the number of times an individual may appear as co-author on an abstract.
• We recommend that you compose your abstract with a word processing program, then cut and paste into the abstract submission page.
• Paragraphs must be single spaced.
• Proof your submission carefully as it will appear exactly as submitted.
• The body of the abstract MUST not exceed 300 word maximum. Word count will be verified during submission.
• Abstracts that do not meet these guidelines will be rejected.

PRESENTING AUTHOR
• Fill in the presenting author’s first name, middle initial (optional), last name, email address for the presenting author, academic department of mentor and institutional affiliation (example: Colorado State University).

TITLE
• Make the title brief, clearly indicating the nature of the investigation (20 words or less).
• Capitalize only the first word of the title. Do NOT capitalize the entire title. Do not indent the title.
• (Sample title) “Prenatal dexamethasone impacts the blood vessels within the paraventricular nucleus of the hypothalamus”

AUTHOR LIST
• Please enter the full author list (including presenting author as first author and project mentor as final author) in the following format
  o John C Whittemore, Wayne A Jensen, and Michael R Lappin
• DO NOT indicate degrees, titles, institution appointments, or affiliations (please list names only)

CONTENT
• Do not include graphs, charts, and tables.
• Do not include references.

The content of the abstract should be written as a single paragraph containing the following information:

Note: the following headers (ex. Purpose) are guidelines and DO NOT need to be included in the abstract.
**Purpose:** A statement of why the study was performed.

**Materials/methods:** A summary of the basic methods used. Include the statistical tests utilized (if statistics were performed).

**Results:** A summary of the results presented in sufficient detail to support the conclusions.

**Conclusions:** A statement of the conclusions reached (it is not satisfactory to state “the results will be discussed” or “other data will be presented”).

**MISCELLANEOUS:**
- Abbreviations must be defined by the author by placing them in parenthesis after the full word the first time they appear. Abbreviations should be avoided in titles.
- Non-proprietary (generic) names are required the first time a drug is mentioned, written in lower case letters (Ex. cimetidine).
  - Proprietary names are always capitalized, e.g. cimetidine (Tagamet).
- Special characters and Greek letters cut and pasted from Microsoft Word will be retained.
- Gene names should be properly italicized.
- Research funding source information will be included at the end of the abstract. Please confirm the funding source(s) for your research as described in this abstract with the project’s PI(s).