ABSTRACT FORMATTING AND SUBMISSION INSTRUCTIONS

ABSTRACT FORMATTING:

To enter a poster or oral presentation, we request that you submit an abstract of your presentation to be included in our program. Student presenters should have your Advisor(s) review your abstract prior to submission. For continuity and formatting in the program, we request that the following guidelines be used when composing your abstract:

1. The file format is Microsoft Word.
2. No photos or diagrams please.
3. Abstract title should be Arial Narrow font (with proper formatting) and bold typed and centered.
4. Author names and addresses should be in regular text
5. Presenting author’s name should be in bold font and indicated by an asterisk (*)
6. Author affiliation, city, and state should be included and indicated by numbers where necessary and centered.
7. Abstract should contain no more than 250 words or 2500 characters.
8. Use Arial Narrow, 10 point font
9. Use 1 inch margins
10. Text should be single spaced
11. Text should be justified with no indentations for new paragraphs

Abstracts should contain the following information: Brief introduction of topic, study objectives, rationale for the study and the future directions from the present study. Do not list references in the abstract text. Abstracts exceeding the 250 word or 2500 characters limit, excluding the title and all the relevant information will not be accepted.

All questions should be directed to the UMES Office of Graduate Studies at 410-651-3365 or umessymposium@gmail.com