

Women's History Month Poster PRESENTATIONS Abstract Guidelines and Submission.

Guidelines for Abstracts or Description of Work.

An abstract or description of work is a **brief** summary which indicates the hypothesis tested or objectives of the project and describes the methods and procedures used in the research. It shall be written in simple, clear, and, preferably, nontechnical language. If technical terms are used, they shall be briefly defined. In addition, the following specific guidelines should be used.

1. The abstract shall be single spaced and not exceed 300 words. If figures or graphics are included, the length of the submission shall not exceed one page.
2. The abstract shall begin with the title (in CAPS) followed (not in CAPS) by the presenter listed by first name, middle initial, and last name. Other authors shall be listed subsequently in like manner with the faculty advisor's name being followed in parentheses by (Faculty Advisor).
3. A font no smaller than size 12 shall be used.

SUBMISSION GUIDELINES: Submissions will be accepted **BY Mail ONLY**.

Please enclose the following items for the committee's consideration:

1. An **ABSTRACT** of no more than 300 words. The title should appear clearly at the top of the abstract; the presenter's name should not appear on the abstract. No changes to either the title or abstract can be made following submission.
2. A **COVER SHEET** with the following information: presenter's name; presentation title; presentation format; institutional affiliation (including department) and academic status; phone number, street and email addresses;
3. A **CD or DISK** with both the abstract and cover sheet as Microsoft Word documents (as abstracts, affiliation, email addresses and bios will be reproduced in a booklet for all presenters)
4. A letter from a faculty/teacher advisor endorsing your participation. This does not need to be included on the CD or Disk.

Materials must be received by **February 5, 2010**. Send all materials to:

Anderson Gender Resource Center
Idaho State University, Stop 8141
Pocatello, ID 83209-8141
Attn: Poster presentations.

Those with specific questions or concerns should contact Deb Easterly, ISU Director of Research Development, eastdebb@isu.edu or call 282-2618.