



**Guidelines for Submission of Poster Abstracts
for the 2016 National Environmental Justice Conference & Training Program
and the Ninth Annual National Conference on Health Disparities
March 9-12, 2016**

Poster Abstract Submission Deadline

All poster abstracts MUST be submitted through the abstract submission website by **September 30, 2015 (11:59 PM Pacific Standard Time)**.

The abstract submission website is located at: <http://nationalhealthdisparities.com/>
*****Abstracts sent by mail, FAX, or via email WILL NOT BE ACCEPTED*****

Student Eligibility

The conference is open to all high school, undergraduate, graduate, and health professions students.

Presentation Schedule

All presentations will be scheduled for March 9, 2016.

Cash prizes will be awarded to the top three poster presentations in the High School, Undergraduate, and Graduate Student categories. Awards will be announced during the conference.

Abstract Categories

Abstracts may be submitted in the following **categories**:

- Basic Sciences
- Clinical Sciences
- Population/Behavioral/Social Sciences
- Environmental Sciences

Poster Abstract Submission Instructions for Undergraduate Students and Graduate/Professional Students

All abstracts **MUST INCLUDE ALL** of the following:

- Hypothesis or statement about the problem being investigated and why the research is important
- Methods
- Results and discussion of findings
- Conclusions and future research
- Acknowledgement of funder(s)

Poster Abstract Submission Instructions for High School Students (Please Also Refer to:

http://www.sciencefairfiowa.org/assets/docs/abstract_ex.pdf)

Criteria for Abstract Acceptance (High School Students)

All abstracts **MUST INCLUDE ALL** of the following:

- Purpose of the study
 - An introductory statement of the reason for investigating the topic of the project.
 - A statement of the problem or hypothesis being studied.
- Procedures/methods used
 - A summarization of the key points and an overview of how the investigation was conducted.
 - An abstract does not give details about the materials used unless it greatly influenced the procedure or had to be developed to do the investigation.
 - An abstract should only include procedures done by the student.

- Observations/data/results

This section should provide key results that lead directly to the conclusions you have drawn.

- Conclusions

Conclusions from the investigation should be described briefly. The summary paragraph should reflect on the process and possibly state some applications and extensions of the investigation.

Submission of abstracts for review **must also** adhere to the following guidelines:

1. Only **one (1)** poster abstract can be submitted per student as primary author. However, a student may be listed as a co-author on a second abstract.
2. Students working in the same laboratory must independently submit original abstracts. Identical abstracts submitted by different students will be automatically rejected.
3. Approval must be obtained from all co-authors listed on the abstract; failure to do so will result in the immediate rejection of the abstract.
4. Students must obtain approval from faculty advisor(s)/research mentor(s) before submitting the abstract; failure to do so will result in the immediate rejection of the abstract.
5. Abstracts must be written by the student and reviewed by their faculty or research mentor.
6. Abstracts must adhere to the highest quality standards - with correct grammar, spelling, and sentence structure (i.e. with editing and proofreading prior to submission).

Helpful guides to developing an abstract are located at:

<http://writingcenter.unc.edu/handouts/abstracts/>
<http://rc.rcjournal.com/content/49/10/1206.full.pdf> (please do not include data tables in your abstract);

http://www.bandwidthonline.org/howdoi/write_strong_abstract.asp;

http://www.chemistryviews.org/details/education/2709521/Tips_for_Writing_Better_Science_Papers_Abstract_3.html

Abstract Review Process

All abstract submissions will be reviewed for:

- . Originality and innovation;
- . Scientific content supported by quantitative information;
- . Merit of the research;
- . Quality of written content; and
- . Adherence to guidelines and format.

Abstracts will be reviewed by a Review Committee of scientists and health professionals according to the criteria presented in these guidelines. All abstract review decisions are final. Because of the timeline, there is no appeals process or opportunity to resubmit once an abstract is rejected. Once accepted, the conference staff will group abstracts with similar themes in the conference poster sessions.

Abstracts will be rejected for one or more of the following reasons:

1. **No Hypothesis or Statement of the Problem:** When the reason for conducting the research is not clearly explained or the proposed question(s) are not clearly addressed.
2. **No Methods:** Explanation of the methods is not clearly presented or appears to be inappropriate.
3. **No Results/Insufficient Data Presented:** The investigators failed to show either evidence of the results, the status, or the outcome(s) of their research. Insufficient data are presented to support conclusion(s).
4. **No Conclusion or Expected Outcomes/Future Research:** The investigators failed to describe the conclusions or expected outcomes of their research with regard to their hypothesis.

Abstract Acceptance Notifications

Once an abstract has been received by the conference staff, the most efficient means of communication and notification of status will be by email. Therefore, it is very important that a valid and current email address be on record for all students and faculty/mentors to help facilitate the notification process. **Authors should notify Dr. Marvella E. Ford (fordmar@musc.edu) with changes to email addresses or other contact information.**

Abstract acceptance notifications will be emailed on or before December 1, 2015.

Travel Awards

Students should apply for travel awards when they submit abstracts using the Abstract Submission Form. The deadline to apply for a travel award is September 30, 2015. Travel awards will be announced on or before December 1, 2015.