

GUIDELINES **Abstract submissions should be:**

- Written clearly and concisely
- Identify the central research question, objective, or thesis of the project.
- Summarize the methodology and/or findings of the research or creative work.
- State conclusions, significance, and/or current state of the project
- Written at college level (e.g., spelling, grammar, clarity, etc.)
- Have prior approval by all secondary authors and the SUNY faculty mentor (faculty mentors will be notified via email of your submission).
- Creative proposals should include an explanation of what motivated or inspired the work and what the audience is expected to experience when they view the work.

Abstract Formatting Guidelines:

- Titles should be **bolded**, short and specific, and in mixed UPPER- and lower-case letters.
- Use a 12-point Times New Roman font.
- Abstract must be between 200 to 250 words (maximum).
- Include plain text only. **DO NOT** include tables, charts, pictures, foreign characters, or scientific symbols.
- **DO NOT** include citations and a reference list, unless a reference is central to the work being presented. (In this case, include the reference parenthetically in the body of the abstract.)
- The title and abstract will appear in the conference program exactly as submitted, so please double-check spelling, punctuation, and clarity of prose.

Abstract Submission Information:

Please have the following information readily available when submitting your abstract/proposal:

- Primary presenter name, e-mail address, phone number, college/university, academic field
- Faculty mentor name, college/university name, and e-mail address
- If appropriate, co-presenter(s) name(s) and e-mail address(es)
- If appropriate, secondary author(s) name(s) and e-mail address(es)
- Presentation type: Poster Presentation, Oral Presentation, Exhibit/Performance
- Presentation title
- Abstract (between 200-250 words)
- Special equipment or space requests