



66th Annual Student Research Day September 28, 2022

Guidelines for Submission of Abstracts

For the past 65 years, Meharry Medical College has presented **Student Research Day**, a forum for students in all Schools of the College to present their current research findings. This year students will present posters describing their research. In addition, students with top ranked abstracts will be selected for short oral presentations. The students are judged on their presentation skills and knowledge of their research projects. Awards are given for the best poster presentations by students in the Dental, Graduate and Medical Schools. A grand prize is awarded for the best overall student presentation.

The **66th Annual Meharry Medical College Student Research Day, including the Awards Program**, will be held on **Wednesday, September 28, 2022**. To qualify for awards, students must be present at their assigned oral or poster session to discuss their findings.

Eligibility

All Meharry Medical College students who conducted research at Meharry or elsewhere during 2022 are eligible to submit abstracts, present posters, and compete for awards. Each student is invited to present **one abstract** as first (presenting) author. *If a student submits two abstracts, or is the first author on two abstracts, one of the abstracts must be withdrawn.* An individual who is not an author on the abstract may not present. A subset of abstracts will be selected for presentation as short oral talks.

Post-doctorates, Clinical Fellows, and Residents may submit abstracts and present posters for scientific information only. These posters will not be considered for awards.

Abstract Instructions for Authors

All authors must use the provided template. Keep in mind that copying text from another Word document and pasting into the template will change all formatting.

All authors must use the following checklist for submitting their abstracts.

Overall Layout

- Typed abstracts must not exceed the 300-word limitation (excluding title, authors & affiliations, and funding acknowledgment)
- Abstracts must be created using the provided Microsoft Word template
- Abstracts exceeding the limit will be returned for author editing
- Use appropriate formatting; abstracts that do not comply will be returned for editing
- Use 1-inch margins on the top, bottom, left and right sides
- Apply Times New Roman 11-point font to all text

Abstract Title and Author Information

- Center and capitalize the title (*do not* use bold or italics)
- Center the author names directly beneath the title
- Place presenting student's name first (**in bold**)
- Place co-authors' names next (*without* bold)
- Place Faculty Mentor's name *last*
- List correlating affiliations
 - School—for presenting student
 - Department(s) and School—for faculty
 - Institution
 - City, ST (*do not include* Zip Code)

Note: Authors having more than one institutional affiliation should use superscript numbers to signify multiple affiliations. Symbols following author names *are not allowed*. See **SRD 2022 Sample Abstract Headers** for various scenarios.

Abstract Body of Text

- Abstract text must be written in a single, block paragraph
- Use single spacing for the entire paragraph
- Justify the body of the abstract (found in the Paragraph section of tools; may also use “Ctrl + J”)
- Text must include the following:
 - Problem Statement
 - Background on the state of science
 - Approach
 - Discussion—Results, Outcomes, or Impact
 - Conclusion
- Include project support in a single standalone sentence, separate from the main text*
- Review Abstract for spelling and grammar errors

* The project funding information must be included in the Abstract.

Material presented at Research Day must be authentic and identical to the requirements in the Abstract Body of Text.

Other Relevant Information

Tables or line drawings are not allowed. Live exhibits cannot be accommodated.

To ensure proper citation in the Author Index, presenting students should consistently type their names in the Abstract heading and on the Abstract Submission Form. In addition, the Abstract Submission Form should include the presenting student's email address.

Abstract Submission

After ensuring that all guidelines have been met, presenting students must submit through this online form, <https://forms.office.com/r/HjidTnxxn9>, to compete on Student Research Day 2022.

- Final Abstract in Word must be uploaded in the online form.
- Upon submission of the form, an email will be sent to the identified faculty mentor. The submission WILL NOT BE ACCEPTED until the faculty mentor approves the submission. Therefore, be sure to verify the mentor email in the form and verify with the mentor that they received the approval request. Email LSTEWART@MMC.EDU with any issues.

Abstract Deadline & Notification

Presenting students must submit their form and abstracts **by 5:00 p.m. on Tuesday, September 6, 2022**. The submission link will not be available after that time.

Authors will be notified whether they have been assigned to give an oral and/or poster presentation **by Monday, September 19, 2022**.