

Belmont University Research Symposium

Faculty—Guidelines for Submitting Departmental Session Abstracts

Thank you for coordinating the BURS session(s) for your department. You are responsible for gathering the necessary program information (presentation titles, presenters' names, and abstracts) and scheduling the presentations within your departmental session(s). Additionally, you will need to compile and format the program information for each of your sessions in individual **Microsoft Word documents** (please name them according to the file instruction below). A Microsoft Word template is being provided for your convenience. All program submissions must comply with the formatting specifications below to insure visual consistency. Submissions that do not follow the specified format will be returned to you for revision.

All final submissions are DUE to Libby Severson (libby.severson@belmont.edu) by March 21.

Program information should be published online (<http://www.belmont.edu/burs/>) by March 28.

Formatting specifications for department sessions

8½ x 11" Microsoft Word Document (.doc or .docx)

Margins: 1" from all sides (header and footer should be 0.5" from the top and bottom)

Filename: department#BURS2019 (where the # indicates the session; if your department has only one session please use the number 1). For example: chemistry1BURS2019, chemistry2BURS2019, etc.

Line 1: 2017 Belmont Undergraduate Research Symposium – **Times New Roman, 12 pt., Bold**

Line 2: Blank Line – Times New Roman, 12 pt., Regular

Line 3: Discipline Name – **Times New Roman, 16 pt., Bold**

Line 4: Moderator Identification – Times New Roman, 12 pt., Regular

Line 5: Blank Line – Times New Roman, 12 pt., Regular

Line 6: Date and Time Range – **Times New Roman, 12 pt., Bold**

Line 7: Campus Location – **Times New Roman, 12 pt., Bold**

Line 8: Blank Line – Times New Roman, 12 pt., Regular

Line 9: Blank Line – Times New Roman, 12 pt., Regular

Line 10: Presentation Time Slot – Times New Roman, 12 pt., Regular

Line 11: Presentation Title – **Times New Roman, 14 pt., Bold**

Line 12: Presenters' Name(s) – Times New Roman, 12 pt., Regular

Line 13: Faculty Advisor Identification – Times New Roman, 12 pt., Regular

Line 14: Blank Line – Times New Roman, 12 pt., Regular

Line 15: Abstract (**250 words maximum**) – Times New Roman, 12 pt., Regular, No Paragraph Indentions, Single Line Space between Paragraphs.

Line X: Blank Line – Times New Roman, 12 pt., Regular

Line X: Blank Line – Times New Roman, 12 pt., Regular

[Repeat from line 10 for remaining presentations]

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For example:

2019 Belmont Undergraduate Research Symposium

Chemistry

Moderator: Alison Parker, Ph.D.

April 11, 2019, 7-10 p.m.

Assigned room goes here

7:00 p.m. – 7:15 p.m.

Learning about Science Things

Jane Doe & John Doe

Faculty Advisor: Pat Staff, Ph.D.

The abstract body goes here. All abstracts should be single spaced. Paragraphs should be separated by a single line (Times New Roman, 12 pt., Regular). The maximum length is 250 words.

7:15 p.m. – 7:30 p.m.

Learning about Other Science Things

Jane Doe & John Doe

Faculty Advisor: Pat Staff, Ph.D.

The abstract body goes here. All abstracts should be single spaced. Paragraphs should be separated by a single line (Times New Roman, 12 pt., Regular). The maximum length is 250 words.