

Guidelines for Poster Abstract Submission

Abstracts due **Friday, Sept 22**

HOW TO SUBMIT:

All current GCC trainees are required to submit posters for the Annual Research Conference at the BRC on October 20, 2023.

1. Follow instructions below to create your abstract.
2. Abstracts must be submitted as a **Microsoft Word** document. Save using the following format: **LastName_FirstName_2023ARC.docx**.
3. Email abstracts to Elizabeth Lawrence (el53@rice.edu) **no later than 11:59 pm on Friday, Sept. 22, 2023**.
4. Include in your email whether you are a **PhD student or a postdoc**.
5. If the presenting author is not the person submitting the abstract, please indicate this in the body of the email when submitting.
6. An email confirmation of receipt of abstract will be sent to the presenting author.
7. **Note:** Since this a local meeting, submission will not preclude the abstract from being presented at a national meeting.

GUIDELINES:

Abstracts will be published **EXACTLY** as received. Please follow the formatting instructions, and submit by the deadline, so that your abstract can be included in the conference abstract guide.

- **TITLE: Bold and Capitalize the First Letter of Each Word of the Title**
- **AUTHOR:** Start the author's name after leaving one-line space.

Smith J¹, Abcdefg H¹, Ijklmn OP²

1. Department of _____, Institution
2. Department of _____, Institution

Corresponding author: Full name, department, institution, city, state, email.

- **CONTENT:** Abstracts are to be maximum one 8.5 x 11-inch page with 1-inch margins, and single-spaced. The body of the abstract should contain a statement of the study's objectives, methods, results, and conclusions.
- **FONT:** Use 11pt. Times New Roman font, with Symbol font for α , β , μ , etc. Underlining/Italic type may be used to stress words or phrases.
- **SPACING:** Use single line spacing. Title and paragraphs should be left-justified with no indentations and a line space included between paragraphs.
- **TABLES/ILLUSTRATIONS:** Small black and white tables, illustrations and photographs may be digitized and pasted within the space, and inside the 1-inch margins.
- **Note:** Posters can be no larger than 4' x 4' due to space restrictions.
- **For trainees supported by the GCC, funding sources should be acknowledged BOTH at the end of the abstract (within the margins) AND on your poster. The grant number is on your appointment letter and on the website for your training program: <https://www.gulfcoastconsortia.org/home/training/>**