

RESEARCH PROJECT GUIDELINES

All interns will be required to complete an abstract and PowerPoint slideshow presentation of their research project. We will include your abstract in our symposium program book and you will orally present your PowerPoint slideshow presentation at the Summer Research Symposium *if selected to attend*. If you are currently a high school senior, you will also be required to complete and present a poster summarizing your project. The following guidelines must be strictly followed. You can find examples of abstracts, PowerPoint presentations, and posters on our website (<http://stepup.jabsom.hawaii.edu>). **Deadlines may change.**

1) Abstract Instructions - **Deadline: July 4, 2016**

All research abstracts will be included in the Annual STEP-UP Summer Research Symposium Program Book. You must work with your research mentor when preparing your research abstract. **All research abstracts must be reviewed and approved by your research mentor.** Detailed guidelines regarding abstract content and format will be sent at a later date. **Your abstracts must be emailed to your program coordinator as a Microsoft Word document by the deadline stated above. Please put "STEP-UP High School Abstract" in the subject line of the email.** Please save your abstract file as: last name first name in the title (e.g., Doe_John).

Important notes for writing your abstract:

- Abstracts can be up to 250 words for the body of the abstract, not including the title and authors.
- Abstracts should be written in Arial font.
- Set the margins to the following using Microsoft Word: Top 1"; Bottom 1"; Left 1.5"; Right 1".
- Use of standard abbreviations is desirable (e.g., RBC). Use kg, gm, mg, mL, L, and %. Place a special or unusual abbreviation in parentheses after the full word the first time that it appears.
- Use numerals to indicate numbers, except to begin sentences.
- Do not use subtitles (e.g. Methods, Results)
- DO NOT include tables and graphs in your abstract.
- Email your abstract to hawaii.stepup@gmail.com by July 4, 2016 - 5 p.m. HST.