

**Guidelines for Submission of Poster Abstracts
for the Eighth Annual National Conference on Health Disparities
November 5-8, 2014**

Poster Abstract Submission Deadline

All poster abstracts MUST be submitted through the abstract submission website by **September 15, 2014 (11:59 PM Eastern Standard Time)**.

The abstract submission website is located at:

<http://www.nationalhealthdisparities.com/2014/abstracts.php>

*****Abstracts sent by mail, FAX, or via email WILL NOT BE ACCEPTED*****

Student Eligibility

The conference is open to all undergraduate, graduate, and health professions students.

Presentation Schedule

All poster presentations will be scheduled for November 5, 2014.

Criteria for Abstract Acceptance

All abstracts **MUST INCLUDE** the following:

- Hypothesis or statement about the problem being investigated and why the research is important;
- Methods;
- Results and discussion of findings;
- Conclusions, future research, and key references; and
- Acknowledgement of funder(s).

Accepted poster abstracts will be listed in the Conference Program Book. Cash prizes will be awarded to the top three poster presentations. Awards will be announced during the conference.

Abstract Categories

Abstracts may be submitted in the following **categories**:

- Basic Sciences
- Clinical Sciences
- Population/Behavioral/Social Sciences

Submission of abstracts for review **must also** adhere to the following guidelines:

1. Only **one (1)** poster abstract can be submitted per student as primary author. However, a student may be listed as a co-author on a second abstract.
2. Students working in the same laboratory must independently submit original abstracts. Identical abstracts submitted by different students will be automatically rejected.
3. Approval must be obtained from all co-authors listed on the abstract; failure to do so will result in the immediate rejection of the abstract.
4. Students must obtain approval from faculty advisor(s)/research mentor(s) before submitting the abstract; failure to do so will result in the immediate rejection of the abstract.
5. Abstracts must be written by the student and reviewed by their faculty or research mentor.
6. Abstracts must adhere to the highest quality standards - with correct grammar, spelling, and sentence structure (i.e. with editing and proofreading prior to submission).

Guides to developing the abstract and sample abstract are located at:

<http://rc.rcjournal.com/content/49/10/1206.full.pdf>

http://www.bandwidthonline.org/howdoi/write_strong_abstract.asp

http://www.chemistryviews.org/details/education/2709521/Tips_for_Writing_Better_Science_Papers_Abstract_3.html

Abstract Review Process

All abstract submissions will be reviewed for:

- . Originality and innovation;
- . Scientific content supported by quantitative information and references;
- . Merit of the research;
- . Quality of written content; and
- . Adherence to guidelines and format.

Abstracts will be reviewed by a Review Committee of scientists and health professionals according to the criteria presented in these guidelines. All abstract review decisions are final. Because of the timeline, there is no appeals process or opportunity to resubmit once an abstract is rejected. Once accepted, the conference staff will group abstracts with similar themes in the conference poster sessions.

Abstracts will be rejected for one or more of the following reasons:

1. **No Hypothesis or Statement of the Problem:** When the reason for conducting the research is not clearly explained or the proposed question(s) are not clearly addressed.
2. **No Methods:** Explanation of the methods is not clearly presented or appears to be inappropriate.
3. **No Results/Insufficient Data Presented:** The investigators failed to show either evidence of the results, the status, or the outcome(s) of their research. Insufficient data is presented to support conclusion(s).
4. **No Conclusion or Expected Outcomes/Future Research:** The investigators failed to describe the conclusions or expected outcomes of their research with regard to their hypothesis.

Abstract Acceptance Notifications

Once an abstract has been received by the conference staff, the most efficient means of communication and notification of status will be by email. Therefore, it is very important that a valid and current email address be on record for all students and faculty/mentors to help speed the notification process. **Authors should notify email Student Research Forum Chair Dr. Marvella Ford at fordmar@musc.edu with changes to email addresses or other contact information.**

Abstract acceptance notifications will be emailed on or before **September 30, 2014.**

Travel Awards

Students should apply for travel awards when they submit abstracts using the Abstract Submission Form. Travel Awards will support hotel and conference registration fees. Students will be responsible for their airfare. The deadline to apply for a travel award is September 15, 2014.

Travel awards will be announced on or before **September 30, 2014.**