

Guidelines for Submission of Poster Abstracts
for the Tenth Annual National Conference on Health Disparities
May 3-6, 2017

Poster Abstract Submission Deadline

All poster abstracts MUST be submitted through the abstract submission website by **Tuesday, November 15, 2016 (11:59 PM Pacific Standard Time)**.

The abstract submission website is located at: <http://nationalhealthdisparities.com/>

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

Student Eligibility

The conference is open to all high school, undergraduate, and graduate/professional students.

Presentation Schedule

All presentations will be scheduled for May 3, 2017.

Outstanding abstracts will be chosen for oral presentation and each oral presenter will receive a cash award. Cash prizes will also be awarded to the top-ranked student poster presentations.

Abstract Categories

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

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

Poster Abstract Submission Instructions for Undergraduate Students and Graduate/Professional Students

All abstracts **MUST INCLUDE ALL** of the following:

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

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).
7. Do not include data tables in your abstract.
8. Abstracts must have a maximum of 250 words.

Helpful guides to developing an abstract are located at:

<http://writingcenter.unc.edu/handouts/abstracts/>

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

[http://www.chemistryviews.org/details/education/2709521/Tips for Writing Better Science Papers Abstract 3.html](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;
- . 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 are 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.

National training webinars will take place prior to the conference. Information regarding the webinars is forthcoming.

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 facilitate the notification process. **Authors should notify Dr. Marvella E. Ford (fordmar@musc.edu) with changes to email addresses or other contact information.**

Abstract acceptance notifications will be emailed on or before December 16, 2016.

Travel Awards

Students may apply for travel awards when they submit abstracts using the Abstract Submission Form. The deadline to apply for a travel award is Tuesday, November 15, 2016.