CBSHS/CoED Research Forum  
Abstract Guidelines for Poster Presentations

AN OPPORTUNITY FOR YOU

The CBSHS/CoED Research Forum celebrates research, centers/institutes/programs/projects and collaborative partnerships. The purpose of the Forum is to:

- Provide an opportunity for faculty and students to develop manuscripts for submission to refereed publications;
- Provide an opportunity for faculty, staff, and students to develop posters/exhibits for local, states, regional, national, & international presentations;
- Stimulate excitement for research involvement;
- Share unique research and collaborative efforts that demonstrate the diverse expertise across the College;
- Increase awareness of existing research and collaborations;
- Promote future collaborative research;
- Increase awareness of funding opportunities;
- Identify research expertise among faculty; and
- Promote partnerships (internal and external).

You are invited to submit abstracts and poster presentations of research and centers/institutes/programs/projects that you are presently conducting or have completed. Research and collaborative efforts that have been presented previously in other venues are acceptable. Further, you are STRONGLY ENCOURAGED to submit research and collaborative efforts that you have conducted or developed in concert with your graduate and undergraduate students.

The Forum will include poster presentations and exhibits by faculty, staff, and students. Research abstracts and centers/institute/program/projects description will be published in the CBSHS/CoED Research Forum Proceedings (abbreviated version in Forum packet with complete version available from the College Research website).

In order to publish the Proceedings for the Forum, we request that written abstracts be submitted (in Word) to Karin Emmons (Kemmons@clemson.edu) three weeks prior to the event.

To maintain uniformity with entries in the Proceedings booklet, we are providing formatting information to assist you in setting up your abstract. Please see formatting instructions on the next page. Your adherence to these guidelines will be helpful in the set-up and reproduction quality of the Proceedings. You may also refer to past Forum Proceedings for guidance. If you have formatting questions, please contact Karin Emmons (656-2893) or Susie McGhee (656-7928).
Format for Research Abstracts and Programs/Projects Description  
(See Sample Format Below)

1. Margins should be as follows: 1.5 inches for left-hand margin, 1 inch at top, bottom, and right-hand side of page. We recommend the use of Times New Roman 12.

2. Place author name(s) and e-mail address(es) along with department/school/center/institute affiliation in the upper right-hand corner. If more than 1 author from the same department or school please group them together as in the sample below. All contact information should be right justified. NOTE: To assist with placing abstract in the correct Track, Please put Track 1, Track 2, or Track 3 above first author’s name. This will be removed before printing.

3. Double space between the author entry and the title of the presentation.

4. Center the title and **bold**.

---

**Sample Format for Proceedings Booklet**

TRACK 1

Jane Doe (jdoe@clemson.edu)  
Jack Bauer (jbauer@clemson.edu)  
School of Nursing

John Doe (jhdoe@clemson.edu)  
PRTM Department

**Building the Capacity for External Funding**

5. Double space between the title and the text. The abstract should be no more than 1 page in length. Single space text, but to improve readability double space between paragraphs. Do not indent paragraphs.

6. If you are submitting in Track 1 -- Faculty or Track 2 -- Students include the following in your abstract:
   a) The purpose and/or problem statement;
   b) A description of subjects, including pertinent characteristics;
   c) A description of the research methodology used;
   d) A summary of the findings; and
   e) A brief discussion of conclusions and/or implications for practice.


If you are submitting in Track 3 -- Centers/Institutes/Programs/Projects, include the following in your description.
   a) The purpose (include goals and objectives);
   b) The relevant contribution to addressing issues in our 21st century;
   c) The Centers/Institutes/Programs/Projects design, unique characteristics and target audience;
   d) A list of collaborators/partners; and
   e) A summary of your success.

7. Please make sure your research abstract or center/institute/program/project description is no more than one page in length. **Send in Word as an attachment to Karin Emmons (Kemmons@clemson.edu) with the Subject line reading: CBSHS/CoED Research Forum, three weeks prior to the event.**
Format for Poster Presentations

The Poster layout must fit within approximately 4’ x 5’ space and should lend itself to visual rather than verbal communication. The use of photographs is encouraged, as well as charts, graphs, and tables where appropriate.

1. At the top of the poster list the research title, author(s) name, department/school/center/institute affiliation in large lettering. Insure that the entire poster is visible from a distance of five feet. Include a copy of the abstract in large type in the upper left-hand corner of the space provided.

2. The body of the poster should summarize important points including an introduction, a brief review of the literature, a problem statement, a description of subjects, research methodology, a summary of the findings, and a brief discussion section.

3. Use subtitles in large bold print where possible and try to arrange the poster materials so that the reader moves easily through it. The discussion section should be presented as a bulleted list of major points.

4. Things to avoid in developing your poster are small print, wordy discussions, long lists of numbers, and too much material.

5. Things that could be helpful are the use of color illustrations, colored backing or borders on the materials, and large, simple and easy to read printed material.

Mounting and Removal of Posters

Mounting and Removal of Posters – Participants are expected to have their posters displayed during the assigned time. Easels will provided but presenters need to have posters mounted. Each poster will be displayed on a standing easel (or tabletop easel by request). Please remember that the poster plotter is extremely busy at semester end and allow plenty of time to print your poster.

If you have a standard table top exhibit for your center/institute/program/project for Track 3, this is acceptable. Please notify Susie McGhee at susanm@clemson.edu, if you need a table.