**EUREKA! Abstract Preparation and Upload Instructions**

* Create your abstract through Microsoft Word and submit it via the abstract assignment in the appropriate EUREKA! 2022 Team in Microsoft Teams.
* EVERY participant and counselor should upload an abstract document even if the body of the abstract is exactly the same as another student working in your research group.
* ***Your research mentor MUST approve your abstract document before you upload it.***

**PREPARING YOUR ABSTRACT**   
The abstract must be 200 words or less. Use single-spaced Times New Roman 12-point font; *this is essential* so that we don’t have to change the font on the whole document, and in the process lose any special characters (e.g. symbol font) that you may have used. You may include diagrams in your abstract. Do not use the first person (I, we, etc.) within your abstract.

The first line should have your **title**, in bold. The next line should list those who worked on your summer research starting with your name, underlined, followed by any additional EUREKA! participants, the names of up to two graduate students or post docs, and finally your research mentor.

There should then be a blank line followed by your abstract body, in justified text, with blank lines between paragraphs.

A sample abstract is also located in the EUREKA! Team files. Please follow its format *exactly*. We recommend you simply download the file and replace the words, keeping the formatting as is.