

Community Engaged Scholarship Symposium

Abstract Submission Guidelines

Deadline: May 18, 2022

It is the author's responsibility to see that the following guidelines and instructions are followed to ensure optimal results. Abstracts that do not conform to these guidelines may be returned.

Abstracts longer than the specified limit as stated in the guidelines, will be truncated by the review committee. **Please do not include graphics or tables in the abstract.**

1. **Size:** The abstract body, excluding title, author(s), affiliation(s), city, state and disclosure information, if applicable, must be no longer than 2,000 characters with spaces (approximately 250-300 words).
2. **Margins:** Please confirm 1" margins on your document prior to submitting.
3. **Minimum Font and Font Size:** Arial 10 pt.
4. **Formatting:** Use single spacing and normal headings throughout. Use left justification only. Do not use tab sets. Do not indent. Use hard returns only for spacing options.
5. **Title:** The title should be brief, clearly indicating the nature of the presentation. The title must be in all CAPS. Titles will be restricted to no more than 200 characters and spaces.
6. **Authors:** List all author's names and institutions. Underline the presenting author's name and institution only.
7. **Acknowledgements:** Acknowledgements of grant support or funding should be provided at the end of the abstract. Acknowledgements are not included in the character and word count.
8. **Body of Abstract:** State one to two sentences of **background**. State the **purpose** of the study (preferably in one sentence). State **methods** used. Summarize **results** presented in sufficient detail to support the conclusions. State the **conclusions** reached.
9. **Submission File:** The preferred file format is Microsoft Word. All submissions must be in an electronic file format.
10. **Abstract Acceptance Notification:** You will receive an abstract acceptance notification via email. It is the responsibility of the Presenting Author to contact other authors about the status of the abstract.
11. **Presenting Author:** A presenting author must be designated for each abstract. The presenting author is responsible for giving the poster presentation, if the abstract is accepted.
12. **Number of Submissions:** Submit as many abstracts as you wish. Each abstract requires an individual submission. DO NOT attach more than one

abstract at a time to a submission. The program planning committee will consider the total number of abstracts submitted by the same author when developing the program.

13. **Abstract Receipt Confirmation:**

Contact NJACTSCommunity@rwjms.rutgers.edu if you do not receive an email confirmation within 72 hours (3 days) of submitting your abstract. Lack of confirmation indicates that your abstract was not received.

14. **Deadline:** Submit your abstract **by 4:00 pm EST May 18, 2022.**

Abstracts received after the deadline will not be reviewed.

15. **Rejection:** Abstracts will be rejected without review if the abstract is received after the deadline date.