

## ***POSTERS-AT-THE-CAPITOL GENERAL GUIDELINES***

*Posters-at-the-Capitol* is a one day annual event held to educate the State Legislators of the importance of undergraduate research and scholarly work. Student discoveries impact many issues that affect our economy both stateside and globally. The Governor proclaims this day to be Undergraduate Research Day across the Commonwealth thus providing undergraduates the opportunity to showcase projects involving cutting edge research and scholarly achievements at the Capitol Building. The Governor, members of the General Assembly, and representatives from our student's hometowns are able to engage directly with some of our best scholars. While the sphere of concentration was within the sciences, now undergraduates engaged in research and scholarly work can be found in all disciplines. Examples of high-quality student work are abound on this day.

In recent years, the number of undergraduate student applicants has increased twofold, therefore inevitably creating a "competition" to present their scholarly work at *Posters-at-the-Capitol*. While this is very encouraging for the sustainability of undergraduate research it has also made the selection process very challenging. Below are general guidelines that will assist students, faculty, and administrators in the application and selection process.

### **Guidelines:**

A limited number of poster spaces are awarded to each institution. (This number varies depending on the total number of abstracts submitted each year.)

### ***Students***

- Students are encouraged to submit abstracts in any discipline
- What is an abstract? An abstract is a brief (or concise) statement of the major elements of your research projects and/or scholarly work. It should contain an introduction, a purpose, objectives or hypothesis, results of your project, and conclusion.
- Criteria for writing an abstract:
  - Include a title, author's name, faculty mentor, department
  - Length of abstract should be no more than 300 words
  - Abstracts should be written in past tense (*with the understanding that at the time of submission your work may still be in progress*)
  - Avoid using technical jargon (don't assume the reader is as versed as you in the subject; should be understood by the expert to the lay person)
  - Do not be self referential using the word "I", instead "we" is preferred
  - References should not be included (it is acceptable to state "this was inspired by")
  - Be sure it is:
    - complete – covering all major parts of the project
    - concise – no excess or unnecessary information
    - clear – is readable and well organized
    - cohesive – flows smoothly and is grammatically sound
- Seek faculty advisor review and approval of the abstract before submitting

### ***Faculty and Selection Committee:***

- A review team should consist of 3 or more faculty, professional staff or administrators, and students
- Suggested criteria to look for when submitting and/or selecting abstracts for presentation

- Is the abstract well written? (Does the abstract meet the student criteria above?)
- Is the subject something of interest in current events?
- Does the abstract have a community, state or global impact?
- Is there equitable representation from disciplines (general & medical sciences, engineering, humanities, social sciences, psychology & education, fine arts, design and architecture?)