Abstract Formatting Guide for 2016 Women in Science

As part of the terms of your summer stipend, it is required that you submit an abstract with your research results, not to exceed 400 words and include a picture/diagram. The abstracts are collected and published every year in a compendium, *Women in Science*, providing an overview of the breadth and depth of summer research activities at Smith College. This publication receives a fairly broad distribution to agencies that provide funding for your fellowships, faculty members, prospective students and their families, and college administrators. It is also made available electronically as part of our website at http://www.science.smith.edu/publications/.

Your abstract should follow standard journal format for your discipline and include an introduction, methods, results, and discussion. The *introduction* provides an overview of the central question or objective of your project and states why it is an important question. In the *methods* section, a brief description of your research methodology is included, explaining how you conducted your research. Outlining your findings and what was learned during your research is supported under the category of *results*. Finally, your *discussion* should typically indicate that your work was both a technical and scholarly endeavor. It is here that you explain and analyze your results in the context of your central question and/or objective. How do your results contribute to your field? What further questions do these results lead you to ask? This is also an appropriate section in which to include opportunities you have had or will have to present your work and findings to other students, or at an external event or conference. Also, indicate if your work will continue into the new academic year as a special studies or honors project. After carefully proofreading your abstract, it should be reviewed by your faculty advisor prior to submission. The abstract you submit in your post-SURF survey will be forwarded to your supervisor.

Please include a picture or diagram in your abstract, and also include such pictures or diagrams as independent JPEGs in an email to surf@smith.edu. We present your picture or diagram in color on our website, but we also print some copies of Women in Science in black and white. Make sure, therefore, that your picture or diagram is intelligible in grayscale!

Abstract length: 300-400 words max (ideally, your whole abstract, including images and credits, will fit on one page)

Submission: Email your files to surf@smith.edu, with the word “Abstract” in the subject line and cc your advisor(s) by Friday, August 26, 2016.

Format: (Font = 11 pt. Garamond)

- Abstract Title: First line, bold and left aligned
- Your Name: Next line; left-align your name followed by your graduation year: Anne Smith/2017.
- Text: Do not indent your first text paragraph. All subsequent paragraphs should be indented 1/2 inch. References in text should be made with superscript numbers. Note placement of superscript number with regards to punctuation. The superscript number follows punctuation (for example, after the period at the end of a sentence). Scientific names should be in italics. Do not leave blank lines between paragraphs.
Funding Source: List the funding source (you will find this in your formal offer letter/agreement from May) for this independent research in parentheses following your last line of text, starting with “(Supported by…)

Advisor: Next line, Faculty name (First M.I. Last, Department)

References Font 8 point, Garamond. See samples for format.

Examples:
You can view the 2015 WIS publication here:
http://www.science.smith.edu/blog/2016/07/21/summer-research-fellowship-program/

Our preference is for abstracts that are complete on one page.