

Guidelines for Application Abstract and Academic Presentation

LCU students, faculty and staff may apply via the online Abstract Submission form on the Scholars Colloquium [web page](#). An abstract is required for a paper or a poster presentation.

Poster or Oral Presentation Abstract Deadline: March 2, 2018

Guidelines for an Application Abstract

- Research abstracts identify a problem, delineate methodology used, review analysis of data, and summarize findings.
- Use proper English grammar and spelling according to APA Publication Style (presenter may use another style manual for the paper/poster).
- Include an abstract to the application.
- Submit online through the Scholars Colloquium submission form on the [web page](#).
- Abstract length: 350 words or less.
- Use Times New Roman, 12 pt. font.
- Abstract title is ALL CAPS, Boldface.
- List author's First name, Middle initial, Last Name.
- Designate the author's status: graduate student, undergraduate, faculty, staff, Honors student.
- Indicate the department or subject area of your topic.
- Also indicate approval of IRB if appropriate.

Guidelines for an Academic Presentation

Quality papers/presentations have a central organizing thesis or question. The structure of the paper should be appropriate to its purpose, with fluid transitions, an introduction that anticipates the whole, connects the next section, and a conclusion of ideas. Supporting documentation is appropriate to the discipline and thesis/question of the paper. An adequate number of scholarly sources reflect different positions/points of view.

The presenter should be able to read the paper in 20 minutes, allowing 5 minutes for questions from the audience. The average person can read a double-spaced page (with one-inch margins) in 2 minutes. Using media may reduce reading time and should be a factor in determining the length of the paper.

The presentation should reflect professionalism (including dress) and maintain the interest of the audience. The presenter should consider: voice (volume and pitch), rate of delivery, use of pauses, articulation, eye contact, ease of delivery, movement and gestures, posture, nonverbal language, and proper use of English grammar.