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Please use this list to check your abstract for formatting.  Only complete, correctly-formatted abstracts will be considered for submission.

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|---|---|
| **Abstract Length** | ▪ The main body of the abstract should contain no more than 200 – 300 words.<br>▪ The title, author information(s), and funding acknowledgements are not included in the word count. |
| **Margins** | ▪ Margins are 1" |
| **Font type and size** | ▪ The type font and size for the abstract body, title and author lines is Verdana 12 pt.<br>▪ The type font and size for any extra addresses and funding acknowledgements is Verdana 10 pt. |
| **Justification** | • Titles, authors, abstract body, extra addresses and funding acknowledgements are all left justified.<br>• Only figures are centered. |
| **Abstract title** | • The abstract title is ALL CAPS.<br>• Generally there is no period at the end of the title unless it is a complete sentence.<br>▪ There is no space between the title line(s) and the author line(s). |
| **Author Names** | ▪ The first name, middle initial (if desired) and last name of each and every author should appear in that order.  If there are more than two authors separate the first several names by commas and put "and" in before the last author's name.<br>▪ The presenting author's name should be in bold type.<br>▪ The mentor's name(s) appears in parentheses after the authors, not preceded by a comma, but followed by a comma.<br>▪ Do not use degree abbreviations in the author lines. |
| **Address** | ▪ The address should contain only the name of the department, program (if any), school, city, state, and zip code. No further details should be included.<br>▪ *This address is the address where the research was done, not the home school address of the author.*<br>▪ The name of the school and department should match its "official" campus name. |
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| **Crediting research/funding source** | ▪ Funding acknowledgements are placed below the extra addresses and separated by one space.<br>▪ It is essential that you credit any sources of grant support for your research. This is required by many federal granting agencies.<br>▪ Consult with your mentor for proper support statements for mentor's funding.<br>▪ For your own funding, only research-related grants/scholarships/fellowships should be noted (e.g., CRL programs). |
| **Literature citations** | ▪ Literature citations, if included, are within the text in parentheses.<br>▪ Please use American Psychological Association (APA) style. |
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