

The complete Abstract Submission Guidelines are provided below for your reference:

### Creating an Abstract

- Use the provided Abstract Template in Microsoft Word and save as a PDF.
- Do not include page numbers, headers, or footers in your abstract; these details will be added when the final program book is made.
- Keep fonts consistent with the template. More detail on fonts and sizes can be found in the Abstract Formatting Instructions below.
- The size of the final PDF file may not exceed 3 MB. If needed, there are options to reduce the file size in Microsoft Word or Adobe Acrobat.
- **The abstract is limited to 2 pages maximum. Abstracts longer than 2 pages will be automatically rejected.**

### Submitting an Abstract

Go to the appropriate submission website:

- General abstracts: <https://app.oxfordabstracts.com/stages/6519/submitter>
- SPC PhD-Level: <https://app.oxfordabstracts.com/stages/6846/submitter>
- SPC MS-Level: <https://app.oxfordabstracts.com/stages/6847/submitter>
- SPC BS-Level: <https://app.oxfordabstracts.com/stages/6848/submitter>
- Undergraduate Design: <https://app.oxfordabstracts.com/stages/6849/submitter>
- Tech Pitch Competition: <https://app.oxfordabstracts.com/stages/6850/submitter>

If you already have an account with Oxford Abstracts, log in. If you don't yet have an account, click on "Create Account". You can then create an account using your email, Google account, or LinkedIn account. You may be asked to verify your account before proceeding.

- Enter your abstract title. The first letter of each word should be capitalized (title case). Do not use ALL CAPS.
- Enter information for every author on your abstract including all affiliations.
- Select who will be the Presenting Author (i.e., the person who will give the podium presentation or present the poster, if the abstract is accepted).
- Choose the ONE subject category from the list of topics that best fits your abstract. The full list of available topics is provided here: <https://sb3c.org/overview/>
- Select the appropriate competition category, if applicable.
- For abstracts submitted to one of the competitions, there may be additional information that needs to be completed as part of the submission process.
- Upload your two-page abstract as a PDF file.
- Click on "Submit" at the bottom right of the page.
- You will receive an email to confirm if your abstract was submitted successfully. If information is missing on the submission webpage, the email will report a status of "incomplete submission". Once missing items are completed, the status will change to "amended submission."

### Updating a Submitted Abstract

If you need to make a change to your submission, you may return to your original submission and revise the submission information and/or abstract file at any time prior to

the deadline. Please edit your submission rather than create a new submission. Return to the Oxford Abstracts website and log-in. You will see a list of any drafted or completed abstracts. Select the abstract you would like to edit, make any desired changes, then click "Submit". You will receive an email to confirm that your abstract has been amended.

## Formatting an Abstract

These instructions present the specifications for formatting the elements of the abstract. All submissions must follow these guidelines.

- Use the provided abstract template document in Microsoft Word format, and when finished, save it as a PDF.
- **Required elements:** Title, Authors, Affiliations, Introduction, Methods, Results, Discussion, Acknowledgments, References.
- Include all elements of the paper in one document. All artwork, tables, and graphs must be correctly inserted into the final paper. Detailed instructions are found below.

## General Format

- Text Format: 2 columns, 8.5 in. x 11 in.; each column should be approx. 3.5 in. wide.
- Margins: 0.5 in. (top: to paper header, bottom: from copyright footer, sides).

## Conference Name Box: Top-right of first page

- Do not change or remove the Conference Name Box.
- 9 pt. Helvetica, flush right, on 1<sup>st</sup> page only.
- 12 pt. line spacing.
- Spacing: 1/2 inch from paper edge.

## Paper Title

- 12 pt. bold Arial, uppercase, with units of measure or other specialty lowercase terms remaining as such.
- Centered on full width of page.
- Spacing: 3 lines separate paper number from title; 2 lines separate title from authors.

## Authors and Affiliations

- **Each author entered into the Oxford Abstracts submission system should appear in your abstract, and vice versa.**
- Author name: First name, Middle initial, and Last name (affiliation number).
- Names: 10 pt. bold Arial, upper- and lower-case letters (title case), centered under the title.
- Affiliations: 10 pt. Arial, title case, single spaced, centered under author names. Affiliations should be numbered and include City, State, and Country. One affiliation per line.
- Spacing: 2 lines separate the author and affiliation lines; at least 3 lines separate the affiliations from the abstract body.

## **Headings and Subheadings**

- 10 pt. bold Times New Roman.
- 1<sup>st</sup> level (INTRODUCTION, METHODS, etc.): uppercase, flush left, on own line.
- 2<sup>nd</sup> level: title case, indented, in line with text.

## **Body Text:**

- 9 or 10 pt. Times New Roman, justified, single spaced.
- Full justification.
- Single line spacing.

## **Footnotes, Headers, Footers, Page Numbers**

- Do not add these items. These will be added when the final program book is created.

## **Equations**

- Equations should be set apart from the body text and centered.
- Equations should be numbered consecutively, using numerals enclosed in parentheses and positioned flush right.

## **Figures**

- Refers to images, graphs, and line drawings.
- Number figures consecutively; provide a caption for each figure.
- Caption: 9 pt. bold Times New Roman, centered below figure.
- Spacing: clearly separate figure and caption from text.
- Position: within body of paper, after first reference to figure.
- Size: large enough to be clear at 100% zoom.
- Line weights should be 0.5-1.5 pt for best reproducibility.
- Figures should be cropped to remove any unnecessary white space around the image and should not include borders.
- Carefully check figure resolution, as poor quality may affect reviewer scores. Low resolution will result in jagged lines and pixilated images, whereas higher resolution will result in unnecessarily large files.

## **Tables**

- Number tables consecutively; provide a caption for each table.
- Caption: 9 pt. bold Times New Roman, centered above table.
- Position: within body of paper, after first reference to table.
- Spacing: clearly separate table and caption from text.
- Size: large enough to be clear at 100% zoom.