Belmont University Research Symposium  
Faculty—Guidelines for Submitting Departmental Session Abstracts

Thank you for coordinating the BURS session(s) for your department. You are responsible for gathering the necessary program information (presentation titles, presenters’ names, and abstracts) and scheduling the presentations within your departmental session(s). Additionally, you will need to compile and format the program information for each of your sessions in individual Microsoft Word documents (please name them according to the file instruction below). A Microsoft Word template is being provided for your convenience. All program submissions must comply with the formatting specifications below to insure visual consistency. Submissions that do not follow the specified format will be returned to you for revision.

All final submissions are DUE to Libby Severson (libby.severson@belmont.edu) by March 21. Program information should be published online (http://www.belmont.edu/burs/) by March 28.

Formatting specifications for department sessions
8½ x 11” Microsoft Word Document (.doc or .docx)  
Margins: 1” from all sides (header and footer should be 0.5” from the top and bottom)  
Filename: department#BURS2019 (where the # indicates the session; if your department has only one session please use the number 1). For example: chemistry1BURS2019, chemistry2BURS2019, etc.

Line 2: Blank Line – Times New Roman, 12 pt., Regular  
Line 3: Discipline Name – Times New Roman, 16 pt., Bold  
Line 4: Moderator Identification – Times New Roman, 12 pt., Regular  
Line 5: Blank Line – Times New Roman, 12 pt., Regular  
Line 6: Date and Time Range – Times New Roman, 12 pt., Bold  
Line 7: Campus Location – Times New Roman, 12 pt., Bold  
Line 8: Blank Line – Times New Roman, 12 pt., Regular  
Line 10: Presentation Time Slot – Times New Roman, 12 pt., Regular  
Line 11: Presentation Title – Times New Roman, 14 pt., Bold  
Line 12: Presenters’ Name(s) – Times New Roman, 12 pt., Regular  
Line 13: Faculty Advisor Identification – Times New Roman, 12 pt., Regular  
Line 14: Blank Line – Times New Roman, 12 pt., Regular  
Line X: Blank Line – Times New Roman, 12 pt., Regular  
Line X: Blank Line – Times New Roman, 12 pt., Regular  
[Repeat from line 10 for remaining presentations]
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For example:

2019 Belmont Undergraduate Research Symposium

Chemistry
Moderator: Alison Parker, Ph.D.

April 11, 2019, 7-10 p.m.
Assigned room goes here

7:00 p.m. – 7:15 p.m.
Learning about Science Things
Jane Doe & John Doe
Faculty Advisor: Pat Staff, Ph.D.

The abstract body goes here. All abstracts should be single spaced. Paragraphs should be separated by a single line (Times New Roman, 12 pt., Regular). The maximum length is 250 words.

7:15 p.m. – 7:30 p.m.
Learning about Other Science Things
Jane Doe & John Doe
Faculty Advisor: Pat Staff, Ph.D.

The abstract body goes here. All abstracts should be single spaced. Paragraphs should be separated by a single line (Times New Roman, 12 pt., Regular). The maximum length is 250 words.