INSTRUCTIONS TO DEPARTMENTAL FACULTY REPRESENTATIVES
Thank you for coordinating the BURS session(s) for your department. You are responsible for scheduling your students’ presentations and gathering the necessary program information (i.e., presentation titles, presenters’ names, and abstracts). Additionally, you will need to compile and format your program information in a single Microsoft Word document. 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 submissions are DUE to Pamela Serna (pamela.serna@belmont.edu) BY MARCH 27. Program information should be published online (http://www.belmont.edu/burs/) by April 6.

DOCUMENT FORMATTING SPECIFICATIONS
Format: 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)
Header: Center Text
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

For example:

2015 Belmont Undergraduate Research Symposium

Philosophy
Moderator: Andrew Davis, Ph.D.

April 16, 2015, 7-10 p.m.
McWhorter 102

Session Abstracts: Formatting specifications and an example abstract are included on the following page with instructions for student presenters. Departmental Faculty Representatives should consider sharing that page with their students. Feel free to customize the highlighted information about submission procedures and the deadline so that you will have time to compile the abstracts for your program submission BY MARCH 27.
Footer: Page Number – Times New Roman, 12 pt., Regular, Centered
INSTRUCTIONS TO STUDENT PRESENTERS

Congratulations on participating in the 2015 Belmont Undergraduate Research Symposium (BURS), scheduled for April 16. It is an honor and a privilege to be able to present your research to your peers during one of the departmental sessions, which will be moderated by a faculty representative from your department. To be included in the program, please submit your presentation abstract in accordance with the following instructions. The program for each of the sessions will be published online (http://www.belmont.edu/burs/) about a week before the event.

ABSTRACT FORMATTING SPECIFICATIONS

Session Abstracts: Align Text Left
Line 1: Presentation Time Slot – Times New Roman, 12 pt., Regular
Line 2: Presentation Title – Times New Roman, 14 pt., Bold
Line 3: Presenters’ Name(s) – Times New Roman, 12 pt., Regular
Line 4: Faculty Advisor Identification – Times New Roman, 12 pt., Regular
Line 5: 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

For example:

7 – 7:15 p.m.
The Effects of Social Media Engagement on Organization-Public Relationships in Nonprofits Contexts
Jane Doe & John Doe
Faculty Advisor: Kevin S. Trowbridge, Ph.D.


EMAIL YOUR ABSTRACT TO: Departmental Faculty Representative
DUE DATE: To Be Determined by Departmental Faculty Representative