

## Examples for the 45<sup>th</sup> Annual Social Science Student Symposium 2020

Instructions: Read the requirements below. Before registering for the SSRIC Social Science Student Symposium, have either your one-page abstract (oral presentation only) or your abstract and paper (to be considered for an award) ready to upload using the instructions and examples below.

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### Document Requirements for Abstract-Only

**I. ABSTRACT-ONLY REQUIREMENTS – Length and Format**

If you are interested in making a presentation only, submit a one-page ABSTRACT (between 150-250 words).

- a. Submit your paper as an MS Word document (preferred), but PDF is acceptable.
  - b. Name your file either "GRAD\_lastname\_firstname" or "UG\_lastname\_firstname" using the status (graduate or undergraduate) and names (last name first) of the lead author, i.e., UG\_Wilson\_Brian.docx (MS Word) or UG\_Wilson\_Brian.pdf (Adobe Acrobat).
  - c. Prepare your one-page abstract using Times New Roman 12 point font with one-inch margins.
  - d. In the upper left corner of the page, enter your "student status" as either GRADUATE or UNDERGRADUATE.
  - e. Directly below your "student status", enter your name, university, major and email address.
  - f. Center your title and, on the next line, enter the names of the lead and, if any, co-authors. If there are multiple authors, list them in the order of their contributions. Example: Wilson, Brian, Robert Skinner and Glenn Watson.
  - g. Type your abstract below your title/author lines using single-spacing (between 150-250 words)..
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# Document Requirements for Abstract and Paper

## II. PAPER REQUIREMENTS – Length and Format

If you are interested in being considered for an award, submit both ABSTRACT (between 150-250 words) and PAPER.

- a. Submit your paper as an MS Word document (preferred), but PDF is acceptable
  - b. Name your file either "GRAD\_lastname\_firstname" or "UG\_lastname\_firstname" using the status (graduate or undergraduate) and names (last name first) of the lead author, i.e., UG\_Wilson\_Brian.docx (MS Word) or UG\_Wilson\_Brian.pdf (Adobe Acrobat). For the competition, the filenames will be altered for anonymity prior to judging.
  - c. Prepare your paper using Times New Roman 12 point font with a one-inch margins.
  - d. Not more than 20 pages (excluding title, abstract, tables and graphs, and list of works cited)
    - o First Page - Title and Abstract: The first page should include only your title and abstract using single-spacing (between 150-250 words).
    - o Second and Subsequent Pages – Paper: The paper must be double-spaced.
  - e. DO NOT include tables and graphs within the paper; rather, place tables and graphs as an addendum to the paper.
  - f. DO NOT include identifying information, such as author(s) name(s), campus affiliation or other identifying information on the abstract or paper.
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**EXAMPLE:**  
**ABSTRACT STATEMENT**  
**(Oral Presentation Only)**

UNDERGRADUATE

Wilson, Brian  
California State University, Long Beach  
Major: Public Health Education  
[Brian.Wilson@student.csulb.edu](mailto:Brian.Wilson@student.csulb.edu)

Your Title Goes Here

Wilson, Brian, Robert Skinner and Glenn Watson

Your abstract goes here. Be sure to include the following information as applicable.

Identify the problem and state what you are going to study. Describe your research design such as a before and after study using control and treatment groups. If your research includes data analysis, describe the data, how they were collected, your hypotheses, and your findings and conclusions. If you are analyzing secondary data (such as from the ICPSR archives), indicate the dataset(s) you are using. If you are conducting a survey or evaluation project, briefly describe your questionnaire, how your sample was selected (e.g., random sample), and the number of subjects.

If you submitted your proposal to your campus IRB (Institutional Review Board), say so. (If you used human subjects in your research, you must have appropriate institutional review.)

**EXAMPLE:**  
**ABSTRACT AND PAPER**  
**(Competition Only)**

**Include ONLY the title of your paper and your abstract on page 1.**  
**Begin the body of your paper on page 2.**

Your Title Goes Here

Your abstract goes here. Be sure to include the following information as applicable.

Identify the problem and state what you are going to study. Describe your research design such as a before and after study using control and treatment groups. If your research includes data analysis, describe the data, how they were collected, your hypotheses, and your findings and conclusions. If you are analyzing secondary data (such as from the ICPSR archives), indicate the dataset(s) you are using. If you are conducting a survey or evaluation project, briefly describe your questionnaire, how your sample was selected (e.g., random sample), and the number of subjects.

If you submitted your proposal to your campus IRB (Institutional Review Board), say so. (If you used human subjects in your research, you must have appropriate institutional review.)