

Paper Guidelines/ Requirements for Student Research Papers

1. Papers must be typed, double-spaced, using font size 12, Times New Roman script and having one-inch margins on each side.
2. It is advised to follow the *MLA Handbook for Writers of Research Papers* for proper format.
3. The cover page should include title of project, your name, your preceptor's name and title and the site where the research was completed.
4. Papers should consist of 6 components:
 - (1) Abstract
 - (2) Background Information (Literature Search)
 - (3) Methods and Procedures
 - (4) Results (including diagrams and charts - optional)
 - (5) Discussion/ Conclusion
 - (6) References or Literature Citations
5. Please submit a hard copy of your paper and an electronic submission of your PowerPoint presentation via disk (preferred) or e-mail, Attn: Tiffany Rolling, trolling@howard.edu to the Office of the Associate Dean for Research, College of Medicine, 520 W. Street, N.W., Suite 533, Washington, DC 20059. All PowerPoint presentations will be given to the College of Medicine's Informatics Department prior to the seminar for uploading onto the computer. Submitted disks will be promptly returned to you. However, please be sure to mark your disk with your name. **Note:** All submissions are due no later than October 18, 2004 (no exceptions).
6. Each student will have 15 minutes to present his/her project (10 minutes for presenting, 5 minutes for discussing). Visual/audio equipment will be provided, already containing your PowerPoint presentation, given that you provided the Office of the Associate Dean for Research with your disk before the deadline.

Paper Guidelines/ Requirements for Student Research Papers

7. The order of when you will present will be determined. It is advised that you contact the Office of the Associate Dean for Research a week before the seminar in order to know your scheduled time for presenting. Should you have a conflict with your scheduled time it is imperative you contact the office immediately so that special arrangements can be made.

8. Papers and oral presentations will be judged on the following:
 - Overall Presentation
 - Background Information
 - Scientific Thought
 - Significance
 - Methodology
 - References
 - Originality
 - Audio/ Visual
 - Ability to Handle Questions

9. Remember to mark your calendars:

31st Annual Student Research Symposium
Saturday, October 23, 2004
8:30 am – 6:00 p.m.
Seeley G. Mudd Building
520 W. Street, N.W.
Room B-14 (Basement)

Should you have any questions or require any additional information, please do not hesitate to contact the Office of the Associate Dean for Research at (202) 806-7818.