



Instructions and Guidelines for Abstracts

- **Abstract content:** Contents **MUST** be framed in a logical flow of specific information pertaining to the sections given below. Failure to provide this required information will result in rejection of submission.
 - Title of Abstract: Short but descriptive.
 - Primary Aim: i.e. main objective/research question/hypothesis of the study.
 - Materials and Methods: i.e. the design of the study and how it was conducted, indicating sampling methodology/technique, sample size, procedures, measurements etc.
 - Results: Present only the main findings and indicate variability (i.e. statistical analyses) and precision of comparisons (e.g. 95% confidence intervals), where appropriate.
 - Conclusions: Main conclusions must be supported by the results presented.
 - Significance and Impact of Findings: Present justified, clear and specific statements on the significance of the findings.
 - Keywords are words or phrases that capture the most important aspects of your research; may include the purpose, methods, and scope of the research. Please provide 3 to 5 Keywords at the end of your Abstract.
- **Word limit:** 300 words
- **Font style and size:** Times New Roman; Font Size 12
- **Line numbering:** Please format the Abstract with line numbers and with a double spacing
- **Structure, Grammar, Syntax:** The abstract must be written as a single paragraph with no indentation; review your abstract for correct spelling, grammar and syntax; use only internationally approved nomenclature specific to your discipline; abbreviations must be spelled out at first mention in the Abstract.



Faculty of Science & Technology (FST)
Week 2019

20th – 24th May

Science in Communities



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- **Cover page:** please include a cover page detailing:
 - Author Name(s) – indicating the corresponding author
 - Contact number
 - Email address
 - Department affiliation
 - **File format:** Abstracts **MUST** be submitted as a **Word Document** file to FSTWeek@sta.uwi.edu
 - **Plagiarism check:** All submissions will be verified for authenticity through Turnitin. It is in your best interest to ensure authenticity prior to submission.
 - **Registering your abstract submission:** You are required to fill out the Google Registration form (see link below) in which your abstract must **also** be included <https://docs.google.com/forms/d/1qcBGepxHuKQm9dbNmHqbypUmnybMb6bBOgOREC5JCWs/edit?usp=sharing>
 - **Selection of Abstracts:** Selection is based on peer-review by an Approved Scientific Committee.
 - **Post-review and dealing with reviewer comments:** Please address reviewer comments and remove any comment boxes and/or ‘tracked changes’ from the revised Abstract before re-submission.
 - **Selected participants will be notified by email.**

Important Dates:

- Submission Deadline : Thursday 28th February, 2019
- Notification of Acceptance : Friday 15th March, 2019



Instructions and Guidelines for Posters

Guidelines:

Posters usually have a similar structure to research papers: an **abstract**, **introduction** (i.e., brief rationale or review of relevant research), **main goal**, **methods**, **results** and a **discussion** with **conclusion** or summary. Include **key references (5-10?)**. The following is advised:

- Clear sections with headings
- Keep text to the bare essentials, descriptive information
- Stick to the most important ideas
- Use bullet points to simplify sections
- Large type (**36-point type** for section headings and **24-point type** for text)
- Use clear fonts and use graphs, diagrams, photos and flow charts.
- Ensure your text colour contrasts with your background.
- Use Microsoft PowerPoint to build and convert to PDF

Instructions (failure to adhere to these will result in posters being rejected):

- Submit the files in both Word and **PDF** format. Keep individual file size **less than 10mb**.
- **Orientation** must be **portrait (for displaying logistics)**.
- Go to **set up and change the dimensions to 36” (width) x 48” (height)** or the file will be printed small and/or become pixilated or too large to fit poster boards (Portrait format).
- During printing, some text boxes and pictures may shift (due to software) - please check this on the **PDF converted version before submitting**.
- Please put your poster:
 - **Title** at the top clearly
 - **Name, registration status** (e.g. MSc/MPhil/PhD Student and supervisors)
 - **Department accompanied by the University** (e.g. Department of Life Sciences, Faculty of Science and Technology, The University of the West Indies, St. Augustine Campus, Trinidad and Tobago)
 - Contact email and photo (optional) at the top.
 - Any acknowledgements to funding and/or support must be placed at the base.
- If any logos of agencies/institutions etc. are to be used, **please ensure permission is granted due to copyright laws**.
- Use original photos and diagrams, all other visuals should be referenced or acknowledged.
- Ensure your respective supervisor(s) have seen and approved your poster.
- **DO NOT USE/Insert the UWI logo in your poster**, unless permission has been granted by the Head of Department/Dean/Office of Marketing and Communications.



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Instructions and Guidelines for Videos

Guidelines:

Videos must show novel research results or interesting applications relevant to the sub themes listed. Videos showing early or completed findings or proposals are welcome. Submitted videos will be peer reviewed by the Scientific Committee.

Videos are to be submitted using the following process:

- Upload video file onto YouTube.com via an existing YouTube account
- File must be 1080p or better
- Email the URL link to:

fstweek@sta.uwi.edu

Videos must:

- Include a cover with Title, Author(s), Affiliation and Credits
- Be professional and of a high quality
- Be no more than ten (10) minutes long
- Be original and adhere to all copyright rules and regulations (<https://sta.uwi.edu/ordkt/copyright.asp>)
- Be exclusive of advertisements (unless otherwise specified)

Selected videos will be displayed during FST Week and on the FST website.