NSCA WISCONSIN STATE CLINIC
DIRECTIONS FOR ABSTRACT SUBMISSION

Directions: Please carefully read over the directions and then complete the submission form, providing the information requested.

This year NSCA WI is accepting abstract submission for both poster and oral presentations by undergraduate and graduate students.

- Poster presentation: Students will be required to stand in front of their posters from 1:00pm – 2:00pm

- Oral presentation: These will be capped at 6 presentations each lasting 15-20 minutes.

1. There is no fee to submit an abstract for the WI NSCA State Clinic.
2. Only electronic submissions will be accepted.
3. The submission deadline is Friday, March 1, 2019 by 5 pm CST.
4. For student authors, abstracts must be submitted by a faculty sponsor.
5. When complete, please email the abstract and the submission form to Dr. Tim Suchomel at tsuchome@carrollu.edu.
6. Please note in the subject line: WI NSCA Abstract Submission.

Experimental Abstract Format:
1. Abstract narratives are limited to 350 words (not including spaces, title, author names, and institutional affiliations).
2. The entire abstract must be typed using Microsoft Word using 1-inch margins, a Times New Roman font, and 12-point font size.
3. **The title of the abstract must be typed in UPPERCASE and in bold.**
4. The title must be succinct and informative.
5. On a new line, with a 2-space indent, type the first and last names of the authors. Do not include authors' titles or degrees. Include the institutional affiliations of all authors.
6. Skip a line between the authors and the body of the abstract.
7. The text of the abstract must be single-spaced and one paragraph. Tables are permitted.
8. The abstract must be informative, and must include the specific subheadings of **PURPOSE, METHODS, RESULTS, and CONCLUSION** in uppercase and bold within the body of the abstract.
9. Abstracts must include data to substantiate the findings/conclusions being drawn. The lack of inclusion of data will result in the abstract being rejected.
10. Do not use brand names within the abstract.
11. Indicate any grant funding information at the bottom of the abstract.
12. Abstracts may be submitted/presented both at the state clinic and national NSCA conference.
13. **Submissions that do NOT meet the above format instructions will not be accepted.**
Note. If multiple abstracts are being submitted from the same study, each abstract must have a unique title and purpose, and must include specific information in the methods, results, and conclusion that are directly related to the purpose. You may NOT use the exact same purpose and methods, etc. If the wording in the abstracts is verbatim, then that would qualify as plagiarism, and will result in the abstracts being rejected.

Expectations of Faculty Sponsor:
1. Read over and comply the directions for abstract submission.
2. Work with the student author in the development of the abstract.
3. Complete a final proofread of the abstract prior to submission
4. Submit the abstract and submission form for student author.

Confirmation of Receipt of the Abstract, and Acceptance of the Abstract:
1. NSCA WI will notify the lead author of receipt of the abstract by email within one week of the submission deadline.
2. Abstracts will be forwarded to the Abstract Review Committee. This committee will review the abstracts and make the final determination of whether the abstract is accepted as a poster or oral presentation.
3. As soon as the Abstract Review Committee has completed its work, the lead author will be notified by email concerning the acceptance of the abstract.
4. If you do not receive a notification by Friday, April 4, 2014 please contact Dr. Bill Ebben at email address ebben@uwp.edu.
5. The first author must present the abstract.
6. Please note that student awards will be determined from the abstract as well as the poster presentation at the state clinic.

Abstract Submission Checklist (Students and faculty sponsors should review this)
☐ Document is typed in the box provided using Microsoft Word with 1-inch margins.
☐ The font is Times New Roman with a 12-point font size.
☐ **The title of the abstract should be typed in UPPERCASE and in bold.**
☐ The authors' information is listed correctly (indented two spaces).
☐ There is a line between the authors and the body of the abstract.
☐ The text of the abstract is typed single-spaced and in one paragraph with the following subheadings in UPPERCASE and bold: **PURPOSE, METHODS, RESULTS,** and **CONCLUSION** (please refer to the section on clinical case studies for specific subheadings).
☐ The abstract includes data to substantiate the findings/conclusions.
☐ The abstract does NOT exceed 350 words.
☐ **If the first author is a student, the faculty sponsor must submit the abstract.**