



Conference Abstract Submission Guidelines

All abstract submissions should be written in clear, concise, and grammatical English. Since all abstracts will be published in an annual special issue of the UI Journal, tables and illustrations are allowed in your uploaded abstract. These tables and/or illustrations should convey information effectively and must be properly located within the abstract, immediately following relevant information. **Abstract files must be submitted in .doc, .docx, or .rtf format.**

Note: Please use the following layout to format your abstract in preparation for publication in the Annual Conference's Special Edition of the UI Journal. Visit the *UI Journal* to see articles published after the Spring 2020 Special Issue that contain examples of acceptable formatting. If you have additional questions, please contact the program manager at info@understandinginterventions.org.

Title and Authors. Your abstract should include the title of your presentation, and the names and affiliations (including department, institution, city, state, and zip code) of all authors in the order in which they should appear. Under the author list, please indicate the email address for the corresponding author. Include at least five keywords selected from the text of the article, immediately following the corresponding author's email. If possible, include a keyword that indicates the target learners (primary, secondary, undergraduate, graduate, general public, etc.).

Formatting the Title and Authors Section:

- Title of article
 - Centered
 - Capitalize Each Word of Your Title (except articles (a, an, the), and coordinating conjunctions (*for, and, nor, but, or, yet, so*) that are not the first word of the title)
 - **Bold-faced,**
 - Arial 18-point font
- Authors' names
 - Centered
 - **Bold-faced**
 - Superscripts for each affiliation
 - Arial 12-point font
- Authors' affiliations
 - Ordered by superscript (^{1, 2}, etc.)
 - *Italicized*
 - Left justified,
 - Avenir 11-point font
- Email of corresponding author
 - Double spaced after author's affiliation
 - Example: Email: johnsmith@institution.edu
 - Left-justified
 - Avenir 11-point font



Conference Abstract Submission Guidelines

Abstract. Your abstract should discuss your project, the analysis undertaken, and the main findings that contribute to the translation of research into practice. The abstract should be no more than 2 pages, single spaced, and should follow the formatting below.

Formatting the Abstract:

- Abstract Section Heading
 - **Bold-faced**
 - Centered
 - Arial 12-point font
- Abstract Text
 - Justified
 - Single spaced
 - Avenir-11 point font

Some prefer to write their abstract using section headings that include Introduction, Methods, Results, Discussion, and References. Formatting for these sections is below. All section titles should follow the section heading format below using Arial font.

Level	Format
1	Centered, Boldface, Title Case Heading, 12-point font Text starts a new paragraph.
2	Flush Left, Boldface, Title Case Heading Ending With a Period, 11-point font. Paragraph text continues on the same line as the same paragraph.
3	<i>Flush Left, Italic, Title Case Heading Ending With a Period, 11-point font.</i> Paragraph text continues on the same line as the same paragraph.
4	Indented, Boldface Title Case Heading, 11-point font. Paragraph text continues on the same line as the same paragraph.
5	<i>Indented, Italic, Title Case Heading Ending With a Period, 11-point font.</i> Paragraph text continues on the same line as the same paragraph.

Introduction. What are the intellectual/theoretical origins of the study? What questions are being asked and/or hypotheses tested? What is the study population and the setting or context?

Formatting:

- Justified and single spaced
- Avenir-11 point font
- Double space between paragraphs



Conference Abstract Submission Guidelines

Methods. What data are collected? Primary/new or secondary—collected by others but analyzed in a new way?

Formatting:

- Justified and single spaced
- Avenir-11 point font
- Double space between paragraphs

Results. Describe what was found, including any problems encountered. Indicate the significance of what was learned for the particular study. It is acceptable to use tables and figures to illustrate results.

Formatting:

- Justified and single spaced
- Avenir-11 point font
- Double space between paragraphs

Conclusions and Discussion. Discuss the significance of the findings. Was a comparison or control group used? Offer helpful hints to those who might consider adapting or experimenting in similar ways. What constrained the effort on your campus or in your department or organization? Speak to the specific translational value of the study. Suggest what could be done next or differently. Offer a statement about the general contribution the study makes to the UI community.

Formatting:

- Justified and single spaced
- Avenir-11 point font
- Double space between paragraphs

Acknowledgments. Identify all sources of support—personal and funding—for the research being reported in the manuscript.

Formatting:

- Justified and single spaced
- Avenir-11 point font
- Double space between paragraphs

References. What literature did you draw upon? Within the body of the manuscript, text references should be placed in parentheses, with no more than 3 authors listed, year (if 4 or more, list first author, et al., year).

Place the reference list with 2-5 literature citations immediately following the abstract text. The *UI Journal* makes use of reference and citation formats stipulated by the most recent version of the American Psychological Society (“APA format”). APA format should be used for the references and citations only; APA format should not be used for the entire paper.

Unpublished results, including personal communications and submitted manuscripts, should be cited as such in the text. Quoted material from respondents in the study population should be *italicized*, indented, and double-spaced between quotes.



Conference Abstract Submission Guidelines

Tables and Figures.

Formatting:

- Table and Figure numbers in the body of manuscript, **bold-faced**
- On the Table/Figure, the Table/Figure number should be followed by a period (.), and the Table/Figure number and Title should be **bold-faced**, left justified
- Table/Figure Source(s) should be listed underneath the table/figure.

Note: *To ensure uniformity in the formatting of articles published in the UI Journal, we have established the above Guidelines for Article Formatting. All submissions must conform to the guidelines above.*