

Information on Abstract Submissions

To participate in the WKU Student Scholar Showcase, students must apply by submitting abstracts for their scholarly activities. Each WKU student is permitted to serve as the primary author/presenter on one presentation at the conference. The presentation can be an oral paper, a poster or exhibit or display, a performance, or a video. Off-campus students can participate in the conference through a remote session. Students who graduate in December are welcome to present their scholarly works at the spring conference if the projects were completed when they were students. An abstract is a miniature version of a scholarly paper, poster, performance, video, or exhibit. It is a one paragraph summary of the main sections of the work.

An **abstract** typically includes an introduction describing the research question, goal, or intent of the project; the methods, procedure, materials, or approach of the project; the results, findings, or product of the project; and a discussion describing the significance, implications, and conclusions of the project. The emphasis on these basic components will vary by discipline. A well-written abstract should make the reader want to learn more about the project.

Abstracts are limited to 200 words. Students should work with their faculty mentors to draft their abstracts. Additional tips are available from the workshops. Students typically revise their abstracts several times before submitting them for the conference. Students should use special characters sparingly in the abstract.

In addition to the abstract, students are required to submit the following information about their scholarly projects:

Title of the presentation

Type of presentation (oral paper, poster/exhibit/display, performance, video), as described below

Subject area (business, health & human services, humanities, interdisciplinary, natural sciences, social sciences & education) of the presentation

If the presentation is part of an **organized symposium** or a **general session**, as described below

Contact information (names, emails, and phone numbers) for the primary student author- presenter, the faculty mentor, any student co-presenters (up to three additional students who will be physically present to deliver the presentation), and additional co-authors (up to six additional people who contributed to the project's creation); these roles are described below

An **organized symposium** is a set of presentations that are linked together by a common theme and intended to be viewed as a cohesive group. The students participating in the symposium are identified in advance and the presentations in the symposium proposal are considered as a group by the conference organizers. For example, geology, geography, GIS, engineering, AMS, and applied physics students who contributed to the Corvette Museum sinkhole collapse response might organize a symposium to present their experiences. The symposium can include a set of posters/exhibits/displays or a set of papers, performances, and/or videos. The symposium must have a title, a sponsoring unit on campus (such as a college, department, program, or student

organization), and a faculty or staff member to serve as the chair of the symposium (in some situations, a graduate student may be able to serve as a symposium chair). The symposium chair is responsible for assisting student participants with their submissions and recommending an order for the presentations in the symposium. The symposium chair is welcome to introduce the symposium and the speakers at the conference; otherwise, this duty will fall to the session chair, as usual.

A **general session** is a set of unrelated presentations that are combined more broadly by the conference organizers. The general sessions are organized according to subject area (business, health and human services, humanities, interdisciplinary, natural sciences, social sciences and education). For example, a natural sciences general session may have two biology students, one geology student, two chemistry students, and one astronomy student. Students whose presentations were not accepted as part of an organized symposium will be considered for a general session.

The **primary author-presenter** is the person who presents the work at the conference. This student is the person with whom the conference organizers will communicate about acceptance/rejection of the abstract submission and scheduling the presentation at the conference. If other students collaborated on the project and will take part in the conference presentation, they should be listed as **co-presenters** in the submission. Up to three additional students may serve as co-presenters on a submission. If other students collaborated on the project but will not take part in the conference presentation, they should be listed as **co-authors** in the submission. Faculty/staff may be listed as co-authors if they contributed to the project (check with your mentor) but they cannot be co-presenters. Up to six other people may be listed as co-authors.

Please follow this link to submit an abstract: <https://www.wku.edu/showcase/abstract>

Upon submitting an abstract, the faculty mentor is notified to review and approve the submission. Only those submissions approved by faculty mentors will be considered by the conference schedule and program subcommittee.

Students may **modify or delete their abstract submissions** prior to the deadline of February 24, 2023. To do so, visit the Showcase Administration web page and log-in with your NetID and password: <https://webapps.wku.edu/showcase/index.php?fuseaction=auth.notLoggedIn>

Faculty mentors will be notified to re-review and re-approve submissions each time students make revisions. Due to time constraints in preparing the conference schedule and program, students are not permitted to modify or delete their submissions after the deadline.

Students are notified regarding acceptance or rejection of the submission.

Submission of an abstract obligates the student to attend the conference should the paper, poster/exhibit/display, performance, or video be selected for presentation.

Accordingly, students must be certain they are available all day the day of the conference before submitting an abstract. Students who are accepted to participate but fail to do so may be barred from participating in future conferences. Failure to present one's work at an academic meeting after being accepted is considered a serious scholarly offense and is not usually tolerated by professional organizations unless there are extenuating circumstances.

Overview of the abstract submission process:

RETURN TO AN EXISTING ABSTRACT: If you need to modify an existing abstract or if the system timed out on you, log in at <https://webapps.wku.edu/showcase> with your Net ID and password to resume your abstract submission process.

Step 1 of 6

Primary Author - Presenter Information

The presenter is the primary author who will be delivering the paper / poster / performance at the conference.

* - Required

* First Name

Middle Name

* Last Name

* Email

This field must be a WKU Email

* WKUID

This field must be your WKUID (800 or 801 number)

* Phone Number

This field must be in 123-456-7890 format

* Home town

A press release is prepared that lists conference presenters and home towns with presentation titles. Please share your home town and state if you would like to be listed in the release.

* Campus

* Your Department

Your major and your department are not necessarily the same thing. Please make sure you enter the name of your department.

* Subject

* Status

☒ Check all that apply

- ☐

 Gatton Academy Student
- ☐

 Mahurin Honors College Student
- ☐

 Education Doctoral Student
- ☐

 Physical Therapy Doctoral Student
- ☐

 Nursing Practice Doctoral Student
- ☐

 First Generation Student
- ☐

 FUSE Awardee
- ☐

 Graduate Student Research Grant Awardee

Next

Step 2 of 6

Presentation Information

* - Required

* Presentation Type

* Presentation Title

For poster presentations, we will provide poster easels and boards. YOU will need to provide your own pins to attach your poster. For oral papers and videos, there will be a podium with a computer and projector for your power point or video. Please bring your presentation on a flash drive and provide yourself a backup by emailing it to yourself as well. If you require anything else for your presentation (e.g. a music stand), please enter it in the box below.

Special Needs

Only 50 Words are allowed

* Abstract

Only 200 Words are allowed

If your presentation is part of an **Organized Symposium**, enter the title of the symposium, the sponsor of the symposium, and the contact information for the symposium chair. All other students will select General Session below. For more information about Organized Symposia and General Sessions, visit http://www.wku.edu/studentresearch/abstract_submit.php.

* Session Type

Title

Sponsor

Chair's Name

Chair's Email Address

Must be a WKU email address

Chair's Phone Number

Must be in 123-456-7890 format

Next

Step 3 of 6

Mentor Information

* - Required

* Mentor's First Name

* Mentor's Last Name

* Mentor's Email

This field must be a WKU Email

* Mentor's Department

* Mentor's Phone Number

Please confirm your mentor's department with him/her. Some mentors may be staff (rather than faculty). The drop-down list includes all academic and non-academic departments on campus.

This field must be in 123-456-7890 format

Next

Other Presenter Information

* - Required

Other presenters are WKU students who contributed to the project and will be physically in attendance to present this submitted work with you at the conference. Co-presenters must be current WKU students. Additional authors (not co-presenting on this submission at the conference) will be entered on the next screen. If you are the sole presenter or author of this presentation, leave these fields blank.

Presenter 2 First Name

Presenter 2 Middle Name

Presenter 2 Last Name

Presenter 2 Home town

Presenter 2 Email

Presenter 2 Department

A press release is prepared that lists conference presenters and home towns with presentation titles. Please share your home town and state if you would like to be listed in the release.

This field must be a WKU Email

☒ Check all that apply for Presenter 2

☐ Gatton Academy Student

☐ Honors College Student

☐ Education Doctoral Student

☐ Physical Therapy Doctoral Student

☐ Nursing Practice Doctoral Student

Presenter 3 First Name

Presenter 3 Middle Name

Presenter 3 Last Name

Presenter 3 Home town

Presenter 3 Email

Presenter 3 Department

A press release is prepared that lists conference presenters and home towns with presentation titles. Please share your home town and state if you would like to be listed in the release.

This field must be a WKU Email

☒ Check all that apply for Presenter 3

☐ Gatton Academy Student

☐ Honors College Student

☐ Education Doctoral Student

☐ Physical Therapy Doctoral Student

☐ Nursing Practice Doctoral Student

Step 5 of 6

Secondary Author Information

* - Required

Secondary authors are other individuals who contributed to the project but are not co-presenting at the conference. If you are the sole author, leave these fields blank.

Co-Author 1 First Name	Co-Author 1 Last Name	Co-Author 1 Email	Co-Author 1 Status
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>This field must be a WKU Email</small>	<input type="text"/>
Co-Author 2 First Name	Co-Author 2 Last Name	Co-Author 2 Email	Co-Author 2 Status
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>This field must be a WKU Email</small>	<input type="text"/>
Co-Author 3 First Name	Co-Author 3 Last Name	Co-Author 3 Email	Co-Author 3 Status
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>This field must be a WKU Email</small>	<input type="text"/>
Co-Author 4 First Name	Co-Author 4 Last Name	Co-Author 4 Email	Co-Author 4 Status
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>This field must be a WKU Email</small>	<input type="text"/>
Co-Author 5 First Name	Co-Author 5 Last Name	Co-Author 5 Email	Co-Author 5 Status
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>This field must be a WKU Email</small>	<input type="text"/>
Co-Author 6 First Name	Co-Author 6 Last Name	Co-Author 6 Email	Co-Author 6 Status
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>This field must be a WKU Email</small>	<input type="text"/>

Next

Step 6 of 6

Almost Done

Important Information - You must click the Submit Submission Button to complete your submission.

Submit Submission

And that's all there is to it!