

Call for Presentations

Committee on Diversity Undergraduate Research Symposium

Abstract deadline: February 1, 2014

The Committee on Diversity will sponsor the 4th Annual Undergraduate Research Symposium to be held on the evening of Wednesday April 9th. Any abstract with an undergraduate as the first author is welcome. Please encourage your undergraduates to apply for this event!

Deadline: C.O.D. Undergraduate Research Symposium abstracts are due February 1, 2014.

Abstract Preparation and Submission: Abstracts should follow AAPA guidelines (see below). Abstracts should be submitted electronically as a .doc/docx file to Dr. Cara Wall-Scheffler (cwallsch@spu.edu). An abstract submitted to the main conference that has an undergraduate as first author will be considered, as long as we receive the abstract by the Feb. 1 submission date so we can allocate space.

If you have also submitted your abstract to the main meetings, please identify your abstract as 'already submitted/accepted' when you send it to us.

Review Process: Abstract review will be conducted separately from the main meeting's review process. Each undergraduate will be paired with a graduate student who will provide mentoring advice on abstract structure and content. Full participation in this mentoring is required for abstract acceptance. Graduate students are encouraged to volunteer to serve as reviewers/mentors (please see below).

Event: Posters should be hung by 5:30pm on Wednesday the 9th. From 6 to 6:30pm a private reception will be held for the undergraduates, their mentor, and their graduate student mentors during which participation certificates will be awarded by AAPA officers. The reception and posters will be open to the association members from 6:30-8pm on Wednesday. Undergraduates are expected to attend from 6:00-8:00 pm. Refreshments will be provided!

Graduate Student Volunteers: Graduate students interested in abstract review and undergraduate mentoring please contact Dr. Cara Wall-Scheffler (cwallsch@spu.edu).

Registration: Undergraduates participating in the symposium will receive complimentary AAPA meeting registration. Dr. Wall-Scheffler will contact you with details following the review process and abstract acceptance.

Reminder: Undergraduates can apply for Student Travel Awards no later than January 15th, 2014 (See below).

Poster Abstract Guidelines – *deadline: September 15, 2013*

Contributed research presentations convey leading research results to our peers. There is no limit on the number of abstracts that an individual may co-author; however, *each person may be the first author of only one abstract*.

Abstract Preparation: Prepare your abstract carefully. To be accepted, the abstract must contain a clear statement of purpose, provide essential new information, including results of the investigation and conclusion(s), and address the importance of the findings for anthropology. **We are aware that many organizations accept abstracts without results, but the AAPA does not. To be accepted, an abstract must include clear evidence that data have been analyzed and results have been obtained.** Occasionally it is appropriate for abstracts to be submitted which do not include results but which are synthetic in nature. In general, however, abstracts are to present new results. *Abstracts should not exceed 250 words.*

A Note on Self-Plagiarism: Abstracts must not duplicate previously published abstracts. Abstracts that are substantially the same as published abstracts cannot be accepted as copyright may be held elsewhere.

Sample Abstract and Instructions: Below is a sample abstract, with instructions on content and length.

How to prepare an abstract that will be accepted and placed in the session of your dreams

JOHN FALSTAFF¹, and PROSPERO OF MILAN². ¹Department of Anthropology, University of State A, ²Department of Anatomy and Neurobiology, State University B.

The abstract itself should not exceed **250 words** (excluding the list of authors, the title, and the grant acknowledgement). ***Yes, we will be counting....*** This particular abstract is 245 words.

Your abstract should include an introduction, clear statement of the problem, and your hypotheses. You should also note the materials and methods you employed. The program committee expects to see evidence of data analysis in your abstract. However, do not include tables or figures. Please also avoid superscripts and subscripts, special symbols and formatting wherever possible. Your abstract should have a conclusion, which convinces us that the abstract makes an important contribution to the field. Do not include references.

Formatting software written by Ed Hagen will properly format your title, names, affiliations, and abstract body. However, you should provide the formatting for *Genus species* names. And it is important that you provide us with accurate and consistent information with each of the abstracts you submit. Please include the first name (not initials) of each author so that we may produce an accurate index. Software developed by Ed Hagen will use names and affiliations to identify abstracts by the same author. If you are on more than one abstract, make sure that your name and affiliation is identical in each abstract, so that we can index all abstracts to your name. Choose abstract classifications that best match your topic. Choose several to have a better chance of having your preference met. **Please proof-read your abstract carefully!**

The funding citation is entered separately from the body of the abstract and is limited to **30 words**. Acknowledgements should be limited to funding agencies. This notice has 30 words.

Student Travel Awards –*deadline: January 15, 2014*

The Pollitzer Student Travel Awards are designed to help students defray the costs of attending the AAPA meetings. They are named in honor of William S. Pollitzer, a Human Biologist who taught at University of North Carolina, Chapel Hill, a Darwin Lifetime Achievement Awardee, and past president of the AAPA.

Qualifications: This award is open to all AAPA student members (**undergraduate and graduate**) who are attending the annual meeting. You do NOT have to be giving a paper to compete or receive an award.

Award: Each award of \$500 is made to defray travel costs to the meetings.

Application and Essay: Awards are made on the basis of an essay of no more than 750 words long (excluding references). The essay question changes each year. The essay should be submitted electronically as a Microsoft Word file. Any submission over 750 words will be automatically disqualified.

Send essays to Anthony Di Fiore (anthony.difiore@austin.utexas.edu) by **January 15**. Please send a second e-mail to the same address alerting Dr. Di Fiore to the fact that the essay was sent. Within 24 hours, students should expect to receive an e-mail acknowledging receipt of their essay.

Topic: This year's essay topic will be posted on our webpage, www.physanth.org, by September 15, 2013.

Essay Evaluation and Scoring Procedures: The AAPA student prize committee will evaluate each submission with an identification number to mask applicants' identities. When distributed to the judges, each essay will be identified by a number assigned by the committee chair. The scoring criteria are:

1. Clarity and focus. 45 points possible
2. Originality of thought and insight. 45 points possible
3. Grammar and spelling. 10 points possible

The average scores from all judges will be used as the basis for deciding the winners of the award, with the AAPA Executive Committee giving final approval of the committee's recommendation. Winners will be notified by the end of February 2014 and payment from the AAPA Secretary-Treasurer will be made via check or paypal once meeting registration and travel are confirmed.

Guidelines for Preparation of Effective Poster Presentations

Poster presentations provide more opportunities for direct discussion with interested viewers than do podium presentations. Because an oral presentation can be heard at one and only one time, whereas a poster presentation is available for several hours and its viewing can be tailored to fit individual schedules, the opportunities for reaching a large audience, receiving useful feedback, and discussing your research are as great or greater for a poster as an oral presentation. Good oral and poster presentations entail equal effort and importance and both should: (1) define the problem or state the central question being addressed; (2) indicate its importance; (3) tell what was done; (4) state what was found; and (5) consider the broader implications of the findings. Poster presentations are greatly enhanced by the use of good visual material that convey the essential information including key points and research results. They allow the viewer to both read and see the results, which enhances understanding. To maximize the effectiveness of your poster, please consider the following.

Specific Suggestions:

1. **Dimensions:** The maximum poster size is 3'10" or 116 centimeters (horizontal dimension) by 4' or 120 centimeters (vertical dimension). Thus, two presenters will share the usual 8' by 4' poster board.
2. **Single page posters:** Effective posters can be prepared using software such as PowerPoint and printed on a wide format printer. It is recommended that posters prepared in this manner be rolled with the text to the outside for transport. However, be careful to protect the ink from being scratched. If you prepare your poster with a graphics program, the background of the poster should not make the text difficult to read.
3. **Organization:** Make an initial sketch of your poster presentation, allocating space for Introduction, Materials and Methods, Results, Summary and Conclusion. Focus attention on a few important points. Try different styles of presentation to achieve clarity and simplicity. Graphs and diagrams provide a clearer statement of your research results than tables. Use limited text to convey the essential information concerning the problem under investigation, methods, results and salient concluding points.
4. **Legibility:** The title should be legible 8 feet (2.44 meters) away; viewers should be able to easily read the remaining words from 5 feet (1.5 meters) away. Poster legibility suffers greatly when the type you use is too small. The letter size should be at least 24 point, with >24 even better. Smaller point size is strongly discouraged. Headings (e.g., Materials, Methods, and Results) should be bold type. Heading letter size should be larger than the text (36 point or larger). Use short, informative ("headline" style) titles to state the essential point of each figure. Avoid abbreviations, acronyms, and jargon. Use consistent type styles and letter sizes throughout. Some individuals have the misperception that posters are simply mounted papers (as though the author attaches a paper to a poster board). However, this is not the case. You will need to simplify the text of your paper to create an effective poster presentation. Avoid presenting lengthy bibliographies. These take up space and are distracting. The presenter might provide photocopies of figures and tables for distribution.
5. **Create a balance between figures, tables and text:** Figures and tables should occupy approximately half the viewing area. If you have only a few illustrations, make them large. *Try to limit the amount of text in your poster to 1500–2000 words so that it can be read in fewer than 10 minutes*
6. **Eye movement:** The pathway traveled by the eye should be natural, either top-to-bottom or left-to-right.

*****Simplicity and Legibility are Keys to Effective Poster Presentations*****