



Maternal and Child Public Health Leadership Training Program



MCH Research Festival Guidelines for Formatting Abstracts and Presenting Thesis Projects

Formatting abstracts:

The abstract should be one single-spaced page of approximately 350 words, 11-point font, 1.25” margins

Heading section: Title and author name

- Title bolded and centered at top of page. Capitalize first word; all other words in lower case except proper nouns.
- Author name centered and under title. Use middle initial.

Body section: Background, methods, results, conclusions

- One paragraph for each heading, not indented, space between paragraphs
- Headings in-line, bolded, and followed by colon
- State study design in “methods”
- Spell out all numbers except those beginning sentences (though try to avoid); use “%” symbol
- Use “to” to indicate range, rather than the dash symbol
- Do not set up acronyms

Footer section: Thesis committee and statement of funding

- “Thesis committee” in italics followed by colon
- List members of thesis committee, each name on a separate line. Provide names and degrees
- Identify committee chairperson using “chair” in parentheses following name
- Statement at bottom of page in 10-point font: “This study was supported by the US Department of Health and Human Services, Health Resources and Services Administration’s Maternal and Child Health Bureau (Title V, Social Security Act), grant #T76MC00011.”

Presenting thesis projects:

Remember the audience has multiple levels of understanding.

- Avoid jargon
- Define terms that are discipline specific

Craft your presentation to tell a coherent story.

- Spend no more than three minutes on the introduction
- Consider adding a personal touch: why is this topic important to you?

Format your presentation, your tempo, and your visuals in ways that will help the audience learn something from your work.

- Practice your talk so that you stay within time limits and can do so without talking too quickly
- Distribute the allotted time so at least half the available time is reserved for results and discussion
- Use Jan Carline's ideas for conveying information dynamically found on pages 5 and 6 of [Presenting Your Work: Sharing Your Story](#) (Student Toolkit)
- Use Nancy Duarte's ideas for formatting Power Point slides found in her presentation, [Using Slides Effectively in Communications](#) (Student Toolkit)

Connect your work to future directions.

- Consider adding something about lessons you learned in the process of your research
- Add a few statements about implications to MCH public health policy