The Forty-Fifth Annual
John C. Forbes
Graduate Student Honors Colloquium
Spring, 2018

This annual event is held to recognize graduate students who have distinguished themselves by the quality of their research. The event consists of the presentation of a component of ongoing research in a "short talk" format, along with a short paper describing the research.

All Master's and Ph.D. students are invited to enter the presentation competition by submitting a manuscript describing their research in progress (no published work please - work up to and including material submitted and accepted for publication is acceptable; a thesis or dissertation which has been approved and archived is a publication and is not eligible). Guidelines for the paper are included in this announcement.

Submission Guidelines and Schedule

The paper and presentation are to be targeted to a non-expert audience with an emphasis on presenting the research with a limited use of jargon, a straightforward statement of the value of the research presented and clarity in the work described.

The paper is limited to 8 double-spaced pages (the Abstract and Methods sections can be single-spaced); Figures and Tables are presented as "Appendix" material and do not count towards the page limit. The emphasis is on a succinct description of a component of your research; a carefully selected component will be valued above an attempt to include a forest of data.

Deadline for Abstract Submission - Friday February 23, 2018. See detailed instructions for Abstract submission below.

Deadline for Paper Submission - Friday, March 2, 2018. Detailed Guidelines for the Paper submission (in hard copy) are described below.

Competition and prizes:

From the pool of those submitting papers, a minimum of ten finalists will be selected to give an oral presentation of their research at the Forbes Day event. Presentations will take place on Thursday and/ or Friday, March 15 and March 16, 2018. ALL PRESENTERS WILL RECEIVE AN AWARD PAID TO THEIR STUDENT ACCOUNT. A committee will judge the presentations, and
two winners will be chosen to receive **AN ADDITIONAL AWARD**. As many as twenty participants will be selected from the papers submitted.

The **Abstract / Intent form** are submitted as an e-mail with an MS Word document attachment to Mr. Greenwald at haroldg@vcu.edu with "Forbes intent" in the subject line). **Submission deadline is Friday, February 23.**

**Three copies (hard copy) of the Paper** document including Appendix materials addressed to:

Dr. Jan F. Chlebowski  
Office of Graduate Education / School of Medicine  
Room 1-055 Sanger Hall  
Box 980565

are to be dropped off at the above address. **Submission deadline is Friday, March 2.** Please do NOT send the hard copy materials by Campus Mail.

Address any questions you may have regarding the submissions and Forbes Day to Dr. Chlebowski at the following contact points: jfchlebo@vcu.edu ; x8-1023  
Please see attached pages for instructions regarding preparation of entries.
INTENT FORM FOR FORBES DAY 2018

NAME:

DEPARTMENT:

TELEPHONE: P.O. BOX:

e-mail:

ADVISOR:

NAME AND DEPARTMENT OF THREE FACULTY MEMBERS KNOWLEDGEABLE IN YOUR AREA OF RESEARCH: (this should not include your advisor)

1. 
2. 
3. 

TITLE OF PAPER:

Abstract Guidelines

The Abstract format should be as follows:
  □ 12 pt font
  □ 25 lines or less including title and authors
  □ single spaced

in MICROSOFT WORD ONLY (please convert Wordperfect files to ensure that symbols appear correctly in the Abstract booklet)

SUBMISSION DEADLINE Is Friday, February 23, 2018
FORMAT FOR PAPER COMPONENT IN THE FORTY-FIFTH
JOHN C. FORBES GRADUATE STUDENT HONORS COLLOQUIUM

We ask that the paper describe research in progress, not work that has already been published. The presenting student must be the primary author of the manuscript.

The following items must be submitted by **Friday, March 2, 2018** to:

Dr. Jan Chlebowski  
Office of Graduate Education  
Room 1-055 Sanger Hall  
School of Medicine  
Box 980565

1. Printed copy of the abstract  
2. **THREE printed** copies of the manuscript  

Paper is limited to **8 pages of double-spaced text** (abstract and methods may be single-spaced). Figures and tables should be placed in an appendix. Title page, references and appendix are **NOT** included in the 8 page limit. **Font size is limited to 12 pt.** Include the following:
   - Title page with abstract (see format on next page)  
   - Manuscript with the following sections
     - Introduction including background information with specific aims of research  
     - Methods (be concise, use citations rather than descriptions)  
     - Results  
     - Discussion  
     - Appendix with figures and tables  
     - Citations

A minimum of ten finalists will be chosen from the entries received to give oral presentations of their work. All students will be notified of their status as soon as possible after the submission deadline and presentations will be given during the Forbes Day event to be held **on March 15 and/ or March 16, 2018.**
Title page format

TITLE

By
(name in full)

(Department)

(Degree sought and date expected)

Research in progress submitted for

The Forty-Fifth Annual John C. Forbes Graduate Student Honors Colloquium

Virginia Commonwealth University

Abstract: (limit of 25 lines, single-spaced)

This page does NOT count toward the eight page limit.