

## Biological & Health Sciences Division

Thank you for submitting your work to the **10<sup>th</sup> Anniversary Jakobsen Conference!** The following pages will provide you with the necessary information and forms for you to submit your research. The work you submit for judging will NOT be returned to you, so PLEASE keep an original for yourself.

Having your work judged is **optional**. You can present your work at the 2008 Jakobsen Conference and not have it judged, if you so choose. In that case, the requirement is to submit only the electronic application. However, please be aware that you will **not** be eligible for any of the cash awards.

If you want your work to be judged, please be aware that all judging materials must be received by **Monday, February 4<sup>th</sup>, 2008 at 5:00 p.m.** in order to be eligible for cash awards. In addition to the electronic submission, please send three copies of your judging materials (**with no identifying information on them**) along with a cover letter stating your name, contact information, division and presentation title to:

GSS Conference Committee  
c/o Graduate College  
Room 205, Gilmore Hall

We thank you for choosing to submit your work to this exciting event.

For answers to any questions, please contact:

Matt McNeill (Neuroscience)  
Biological and Health Sciences Division Head  
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**Important Links:**

Application information: <http://www.uiowa.edu/~gss/conference/bhs.html>  
Electronic submission: [http://www.uiowa.edu/~gss/conference/bhs\\_application.html](http://www.uiowa.edu/~gss/conference/bhs_application.html)  
Cover sheet: [http://www.uiowa.edu/~gss/conference/conference\\_cover\\_sheet\\_2008.pdf](http://www.uiowa.edu/~gss/conference/conference_cover_sheet_2008.pdf)  
Blinded cover sheet: [http://www.uiowa.edu/~gss/conference/blinded\\_coversheet\\_2008.pdf](http://www.uiowa.edu/~gss/conference/blinded_coversheet_2008.pdf)

Co-Chair Contacts:

Judging  
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## Instructions for the Biological & Health Sciences Division

The following materials must be received by the Graduate College, Room 205 Gilmore Hall by **Monday, February 4th at 5:00 p.m.**

Judging will take place before AND during the conference. If you wish to have your submission judged, you must submit a paper in addition to a short abstract submitted online. The abstract will be printed in the conference program.

### Formatting criteria

1. REMOVE ALL identifying information from your submission
2. Include one completed copy of the CONFERENCE COVER SHEET. Also include three copies of the completed blinded cover page (one for each copy of your document).
3. You should explain your research in a manner such that someone outside your specific department (but within your division) would understand.
4. Use 12-point font, double-spaced, with 1-inch margins on all sides, include PAGE NUMBER in footer.
5. The written portion of your paper should be no longer than **10 PAGES**, double spaced. Papers with written text over 10 pages **will not be judged** (Blinded cover pages do not count towards page limit).
6. You are allowed to add up to **2 ADDITIONAL PAGES that include figures (images, graphs, charts, diagrams, etc.)** including appropriate legends. All figures must be contained within these two pages - DO NOT integrate them into the written portion of your paper, but include at the end in the "figure" pages.
7. You are allowed to add up to **1 ADDITIONAL PAGE** for references.
8. The maximum page count for a completed reports is as follows: 10 pages written text + 2 pages figures + 1 page references + blinded cover sheet = **14 pages**.
9. Submit **3** copies of your document.
10. Materials submitted for judging will **NOT** be returned.
11. Submissions that do not meet these formatting criteria will not be judged.

### Quick check list for your PAPER

- One (1) completed [CONFERENCE COVER SHEET](#)
- Three (3) copies of your PAPER with three (3) copies of the [BLINDED COVER SHEET](#), i.e. one blinded cover sheet stapled to the front of each copy of your paper.
- [ELECTRONIC SUBMISSION](#)

## **Suggestions for submissions**

Each submission will be judged by three faculty members selected from various areas in Biological & Health Sciences prior to the conference and one faculty member at the conference. Please be aware that while we will attempt to find the best judges for your submission, the faculty members reading your materials may not have a background in your area of study. The submission will be judged on the criteria presented in what follows; hence it is strongly recommended that your paper respects them as closely as possible.

## **Judging Criteria for Paper Submissions**

1. Introduction/Foundation
  - a. Paper tackles an appropriate and interesting question.
  - b. Relevant background or contextual material is presented.
  - c. Key terms and/or concepts are defined when necessary.
  - d. The focus of the paper and specific purpose of the work is clearly explained.
  - e. An organizational plan is evident.
2. Discussion/Evaluation
  - a. Information/significance/background from relevant sources is integrated into the discussion.
  - b. The proposed work has been interpreted by relating findings back to important issues raised in the introduction.
  - c. The work has been analyzed, explained, and/or evaluated rather than simply described.
3. Conclusions
  - a. Complex arguments are appropriately summarized.
  - b. Clear discussion about the significance of findings.
  - c. Conclusions follow from discussion.
  - d. Discussion of the future goals/projects/experiments/studies that may need to be performed to improve the described work.
  - e. Limitations of the project have been acknowledged/addressed.
4. Organization/Style
  - a. The work presented is of an appropriate level of sophistication
  - b. Properly uses appropriate punctuation, spelling, grammar, and sentence structure.
  - c. References are cited clearly in a style commensurate with discipline's standards.

## **Presentation at conference**

You will be receiving the time schedule for presentation of your talk or poster. On the day of the conference, your presentation will be evaluated by a faculty member and a fellow graduate student. You will be judged on your delivery and presentation style, respecting the 15-minute time limits (including questions) and the clarity of the presentation. Dress for the conference is business casual.