

REQUIREMENTS - ALL JUNIOR, COMMUNITY COLLEGE, AND EDUCATION SCHOLARS

1) Registration Form..... Due Wednesday, March 25 – Noon!

2) Poster Preparation: (To be finalized ahead of time and ready to present!)

There will be a table (labeled with your name) reserved for you and your poster in the OAI Lobby. All posters are white in color, 4 feet by 3 feet in size. The sides of the poster fold into the middle to form a closed panel (2 feet by 3 feet.) Because of this, there are seams running from top to bottom, 12 inches from either side of the board. This information is offered to assist you in laying out your materials ahead of time. Your posters will be placed on individual tables, so if you want to bring any supplementary material, there will be a surface for you to put it on.

For your poster material, please use a font that is readable at a distance of 5 feet, preferably size 20 or larger, and double-spaced text. You can arrange your poster material any way you choose, left to right, or top to bottom, etc., so that you can easily explain your research project or lesson plan. **If purchasing the poster is a hardship, you can request to be reimbursed by your campus representative, or the OSGC Main Office.**

There will be a formal poster presentation during the Symposium to showcase poster, so please be prepared to discuss your poster with faculty, students, and other attendees. The poster should be presented by giving sufficient background material so that it is understandable to someone not knowledgeable in your topic.

Juniors and Community College Scholars, please follow these guidelines:

TITLE OF YOUR RESEARCH

Student Researcher: Your Name (First, Middle Initial and Last)

Advisor: Name of Your Advisor

Name of College / University You Attend

Department Name

The remaining materials, text, figures, graphics/visuals, etc., should be used to support your project abstract, objectives, methodology used (or to be used), status, and results/conclusions (if any at this stage). Please see your Campus Representative for advice on preparing the poster as he/she will certainly be able to provide guidance.

Pre-Service Teacher (Education) Scholars, please follow these guidelines:

TITLE OF YOUR LESSON PLAN

Student Preparer: Your Name (First, Middle Initial and Last)

Advisor: Name of Your Advisor

Name of College / University You Attend

Department Name

The remaining materials, text, figures, graphics/visuals, etc., should be used to support your lesson plan objectives, methodology used (or to be used) and any additional support materials. Please see your Advisor for advice on preparing the poster as he/she will certainly be able to provide guidance.

3) Written Report Due Wednesday, April 1 – Noon!

Please click on this link to view former students' reports published in the 2019 Annual Proceedings: <http://www.osgc.org/pdf/2019-Proceedings.pdf>

Your written report is a more complete summary of your work. The report should be no more than **two pages** (using single spacing) – including graphs and charts. It should contain the Project Title, Objectives, Methodology Used, Status, and Results if any. It should summarize what you put on your poster. The report should be in the following format:

- ▶ **Software** - Use **Microsoft Word** software (OSGC uses **Version 2013**). Do **NOT** send a PDF!
- ▶ **Font** – Use **Calibri** font, **11 point** font size
- ▶ **Line Spacing** – Use **Single Spacing** (1.0)
- ▶ **Alignment** – Use **Align Left** (please do **NOT** use the Justify feature)
- ▶ **Margins** – **1”** Top, Bottom, Left, and Right Margins
- ▶ **Paragraph** – Do **NOT** change spacing Before or After (Keep at 0 (default settings))
- ▶ **Figures, Charts, Pictures** – With the picture or object selected, under Format, select **In line with text** as the wrapping style in the Layout tab. Selecting other options causes formatting errors. Make sure the information is readable!
- ▶ **Formatting Tools** – Do **NOT** use any of the following formatting tools in your report as it has caused us major problems when we Copy and Paste your report into the final Proceedings Book along with all of the other student reports:
 - Paragraph Spacing (Pt Before and After). Please keep this at 0 (default settings).
 - Page Numbering
 - Track Changes (Advisor comments **must** be deleted before submitting your paper.) Turn the tracking function **OFF!**
 - Headers or Footers
 - Footnotes or Endnotes
 - Hyperlinks in body of paper to Figures, Footnotes, Endnotes, Pictures, or Objects
 - Protect Document or Password Protection

Organize your report in the following manner (Numbers 1-8 are used below for sequencing example purposes only):

1. Introductory Information (please use format below in the following order):

Title of Your Research Report / Lesson Plan (Use Bold Formatting)

Student Researcher: Your First Name, Middle Initial, Last Name

Advisor: Name of Your Advisor

Name of College / University You Attend (Use Underline Formatting)

Name of Your Department

2. Abstract
3. Project Objectives (a discussion of your objectives)
4. Methodology Used
5. Results Obtained
6. Significance and Interpretation of Results
7. Figures/Charts
8. Acknowledgments and References

Do **NOT** create a **separate** Title Page. Your Abstract should begin directly below **“Name of Your Department.”**

Whatever you send us will be reproduced *“as is,”* printed and bound in the Symposium Proceedings book. We cannot re-key your report or correct spelling/grammatical errors. Your report should be *“publication ready.”* The final book will be distributed to participants, Campus Representatives, Advisors, College/University Deans, OAI personnel, and NASA Headquarters. Remember, your final product is a reflection of you, your college/university, and your research. You may count this report as a published work.

Use the link provided on the OSGC website to submit your report, or send via email to: osgc@oai.org

If you follow these procedures, it will make the production of the Symposium Research Proceedings relatively easy and result in a professional-looking final product.

Sample of how to cite the Symposium as a Publication – for future reference:

Last Name, First Name, Initial, “Research Title,” *Ohio Space Grant Consortium Annual Research Symposium Proceedings XXVIII*, pages __, (Cleveland, OH), April 3, 2020.