WKLQJV ORRN QLFH IRUPDWWLQJ LV DQ LPSRUWDQW DVSHFW RI UHSUH

LQWHQW ,I LW LV PHVV\ DQG PHRVRUDOH SORG OQKHHG
DXGLHQFHW KHW WKLDIRUPDWLRQRU LW KHQ SEHRUH V WG GLW
IRUPDWWLQJ PDNHV D SRRU ILUVW LPSUHVVLRQ
HVWDEOLVK QHFHVVDU\ FUHGLELOLW\ UHJDUGLQ

IRU IRUPDWXW SRZHU RLQW SUHVHQWDWLRQV IRU WKH
LQIRUPDWLRQ LV EDVHG RQ UHVHDUFKHG EHVW SUDFWLFHV DQG H[SHU

x 8VH D VDQV VHULI IDRQWLLEOLRU 7KHOSHHU LLFRQWV DUH KDUGHU WR U
x 6HOHFW D VLQJOH IRQW IRU KHDGOLQHV DQG D GLIIHUHQW IRQW I
x 8VH D IRQW VL]H RI SW RU ODUJHU
x 8VHOODJKW EODFNJHRXQG ZLOWRGGDUN
x +DYH D WLWOH VOLGH WKDW OLVWV WKH SUHVHQWHUV
    o 'R QRW OXLGHF WKH GDWH RI WKH SUHVHQWDWLRQ
x 7KH VHFRQG VOLGH VKRXOG EH UHVHUYHG IRU VHVVLRQ REMHFWL
    o 6WXGHQWV VKRXOG KDYH D FOHDU XQGHUVWDQGLQJ RI ZKDW
       WKH\ DUH H[SHFWHG WR OHDUQ
x 8VH D GLIIHUHQW FRORU IRU KHDGOLQHV
x 8VH FRQVLVWHQW WODQVLWLRQV LI XVHG DW DO
    o 7UDQVLWLRQV ZLOO QRW WUDQLVOODEWUHJWWRVSD FRU VWXGHQW U

- x 8VH JRRG TXDOLW\ LPDJHV DQG ODEHO WKHP ZLWKLQ WKH LPDJH
  - o 8VH GLYHUVH LPDJHV WR EH UHSUHVHQWDWLYH DQG LQFOXVL
  - o :KHQ VHOHFWLQJ D ZPDJHR QHJDWLQGLYRWKHWRRRWVSRXOG RIIHQG WKH DXGLHQFH
- x 8VH DQ DSSURSULDWH QXPEHU RI VOLGHV $ RHSHUDYHGQXXODLRQWK
  - o 3ODQ DFFRUGLQJO\ VR \RX GRQ¶W UXR RQ WKHRXVK WKLHPHG R
  - o $OO SUHVHQWDWLRQV PXVW HQG RQ WLPH GXH WR UHFRUGLQ
- x ,I \RX QHHG WR HPSKDVLUHDFRQWHQW XVH
  ODUJHU IRQW
- x /LPLW WKH XVH RI SXQFWXDWLRQ PDUNV
- x /LPLW WKH QXPEHU RI EXOOHW SRLQWV RQ D VOLGH WR VL[
  RU OHVV
- x %H FRQVLVWPDOHWSRLQWDWLRQGLRQ,LQQJ
- x /HDYH HPSW\ VSDFH DURXQG FKDUWV DQG YLVXDO
  LPDJHV
- x %H PLQGIXO RI ZRUG FKRLFHV
  - o 8VH WKH $QWDFLVP (TXLW\ 'LYHUVLW\DV QQHHGHGXWRRDLGOLRQV DSSURSULDWH WHUP XVDJH
  - o 5DWKHU WKDQ ³ZRPOODQGRRPDQRUV³DLUPDOH´ RU ³IHPDOH ´
  - o 5DWKHU WKDQ XVLQJ ³$IULFDQ $PHULRFDQ:KRW ¶&DXFDVLDQ ´ X
- x :KHQ XVLQJ $56 TXHVWLRQV
  - o 7LWOH WKH TXHVWLRQ VOLGH VXFK DV ³$56 4XHVWLRQ ´
  - o &DSLWDOL]H DQG EXOOHW WKH DQVZHU FKRLFHV VXFK DV $%
  - o &OHDUO\ LQGLFDWH WKH FRUUHFW DQVZRQ WWKHQURDFRZLQLVW
- x ,QFRURSWH D VOLGH DQQRXQKFRXQJ PD³UNURDN´ODWQ JWKH VRHQVHLRQ
- x /LVW DJHV ZLWKRXW DEEHULRULODWLRQV VXFK DV ³
- x 3URYLGH D VXPPDU\ VOLGH RI NH\ WDNHDZD\V 7KHVH VKRXOG EH H
- x 8VH \RXU ODVW FROQGDFWRLSURPGHWLRQ IRU VWXGHQWV ZKR KDYH

What Formatting Mistakes Should I Avoid?

- x 8VLQJ LWDOLFV RU XQGHUOLQHV WR HPSKDVL]H FRQWHQW
- x 8VLQJ PRUH WKDQ IRXU IRQWV LQ D SUHVHQWDWLRQ
- x 8VLQJ SDWWHUQHG EDFNJHURXQGEOLDW\WKH\ UHGXFH
- x ([FHVVLYH ZRUGLQJ RQ VOLGHV
- x 8VLQJ IXOO VHQWHQFHVSKUDWRXKUVKRXOG \OKRUZWRHROGFN OLQH WR
- x 8VLQJ DEEUHYLDWLRQV RU DFURQ\PV
- x

What Resources Are Available to Help Me?

- x [5HIOHFWLRQ &KHFNOLVW IRU $VVHVVLQJ %LDV LQ 7HDFKLQJ 0DWH](#)
  - o