

## How to Prepare a Research Summary for Wheelchair University

You are invited to submit a summary of your research paper to Wheelchair University. This WWW-based research series is designed to facilitate the dissemination of research findings related to wheelchair technology. The intended audience is clinicians, wheelchair users, assistive technology suppliers, researchers and third party funders.

Our goal is to provide access to current research findings for those who may not have easy access to conference proceedings, medical libraries or journals, in a format that provides an overview rather than the scientific details of a study. A slide-format research summary should not duplicate a peer-reviewed publication, but rather summarize its key points. Think of it as a slide presentation on your research paper combined with your presentation notes. The notes would capture the essence of what you would have spoken to the audience. At Wheelchair University your slide lecture and notes will be disseminated via the WWW to a worldwide audience.

Since your presentation references the actual journal publication, it is unlikely that publication copyright should be a problem, but you may wish to confirm this with your publisher. It would be similar to distributing paper copies of your PowerPoint presentation slides with your notes included, to the audience.

You will be given an opportunity to review the WWW version before it is posted to the WWW. To minimize unacknowledged use of the research summary slides, we will add the WheelchairNet logo, and the lead author's last name and the date of posting to the WWW to the bottom of each slide in your lecture.

Our goal is to have a consistent format across lectures to enhance the learning experience by simplifying the learning curve. Please submit your presentation in Microsoft **PowerPoint**. Please create your **PowerPoint** presentations in **outline view**, which is a text format. This will allow your presentation to be read by persons using screen readers. Include lecture notes (the essence of what you would have spoken to the audience). All graphics and tables must have a text description, to make them accessible to persons with visual impairment. Include your text description in the notes view of the page containing the graphic or table.

Your PowerPoint presentation will be posted on Wheelchair University in two views: as an Adobe Acrobat .PDF file (Portable Document Format) using the **slide** and **notes views** of your PowerPoint presentation and as an.html file using the **outline** and/or **notes views** of your PowerPoint presentation.

We have created a PowerPoint template for you to download and use. You can either use it to create your lecture or you can import it as a style to modify the appearance of your already prepared lecture.

The template includes:

- **Font:** Verdana, a font developed by Microsoft for greatest readability on the computer screen.. (If you use Microsoft applications Verdana should be an available font on your computer. If you do not have Verdana on your computer, you can download it to your operating system from <http://www.microsoft.com/msdownload/>. Look for "TrueType fonts on the Web" and choose Windows or Macintosh versions.)
- **Font size:** Use 36-point Verdana font for the title box and 28 point Verdana font for the body of the slide.

- Background/Font Color: The template provides the correct untextured gray background and burgundy text color.

The template also includes the following slides:

### **1. Slide One: Title Page**

Research title, author(s) name/position, institution, contact information (lead author's e-mail, and home page link). If you do not have a home page include a bio-sketch written in Microsoft Word with your submission.

### **2. Slide Two: Abstract**

Give a one paragraph (100 words or less) summary of the objective(s) and findings of the study.

### **3. Slide Three: Citation**

Citation of publication source in APA format, e.g., Lastname, initials. (year). Title of the research article. The Journal Name. Volume(Issue). Page numbers.

### **3. Body Slides**

Lecture Notes: The most important thing to realize is that slides do not teach or inform by themselves. They need more words to fill in the ideas that you would have spoken if you were presenting the slide lecture in person. This means that you need to open the "notes view" of PowerPoint and write words you would have spoken underneath each slide. The notes will be presented below the slide and expand on the concept contained in the slide. Notes of 100 words or less are preferred. Any abbreviations in the slide should be spelled out here. Notes are not required if the slide content is sufficiently self-explanatory.

Recommended Headings for Body of Presentation: (all may not be necessary)

**Background**: why study was done: use notes for more detail

**Study Objectives**: bullet points preferred

**Population Sample**: bullet points preferred

**Methodology**: use notes for details

**Data collection**: use notes for details

**Data analysis**: use notes for details

**Results**: bullet points if possible

**Discussion**: include potential impact for target population.

**Limitations of Study**

**Future Research**: what should be done to expand upon the study

**Select References**: list no more than six

**Acknowledgement(s)**: supporters

**Who to contact with questions:**

Mary Ellen Buning: [mbuning@pitt.edu](mailto:mbuning@pitt.edu)

**How to send your lecture to us:** When you have completed your presentation attach them to an email message and send it to: [mbuning@pitt.edu](mailto:mbuning@pitt.edu). We will do the rest. It will be posted as a presentation in Wheelchair University, a virtual university that is part of WheelchairNet: [http://www.wheelchairnet.org/WCN\\_WCU/wcu.html](http://www.wheelchairnet.org/WCN_WCU/wcu.html).