

# BrainWaves Monthly Newsletter Guide



## Process for application



## Stage 1

### **Call for posters**

- Announce on 1<sup>st</sup>
  week of the month
- Through email and 4<sup>th</sup> year coordinator

### Stage 2

### **Submission**

- Follow standardized guidelines (covered in next slide)
- Submit by 3<sup>rd</sup> week of the month
- Send to: <u>researchlab-</u> <u>singapore@jcu.edu.au</u>

# Stage 3

#### **Publish**

- Published on the 1<sup>st</sup> week of the following month
- E.g. September weeks 1 & 3 call and submit, October week 1 publish and call for new posters in November issue

### **Poster Format Guidelines**



- Title of online/onsite study
- Description of study (what the study is about)
- Criteria for participation (e.g. Exclusions, age range etc.)
- Experiment details:
- Time requirement
- Location (for onsite studies)
- Incentives for participation (SONA credits\*/ vouchers etc.)
- Online 1 credit/ 15mins; Onsite 2 credit/ 15mins

### Poster Format Guidelines



- HREC Approval code (e.g. HXXXX)
- Contact details:
- Principal Investigator & Supervisor (Name & JCU Email; contact number optional)
- Links for registration to SONA/ Google docs etc. (QR code preferred, URL links).

#### \*\*\* Submit the poster in JPEG or PNG format

Additional statements about the study that is to be attached next to the poster (not more than 100 words).

### Poster Format Example





# Things to note...



- Poster entry are sorted according to urgency (nearest deadline) > Newest entry
  No. of participants required
- Research labs will have discretion on the order of the poster
- If the poster needs to be readvertised, research labs will need to be informed or it will be taken out of the next issue

# Lastly...



If you have any other queries or feedback about the poster submission, do feel free to drop an email to <a href="mailto:researchlab-singapore@jcu.edu.au">researchlab-singapore@jcu.edu.au</a> or visit the lab technician directly at B2-10 (Mondays – Wednesdays).