

## Two-Page Abstract for Oral Presentations

Authors of both invited oral presentations and contributed poster presentations will submit a two-page abstract summarizing their presentation. These abstracts will be organized into a Symposium proceedings made available to all Symposium attendees. Instructions for preparing these abstracts are presented below, followed by instructions for poster presentations. An example two-page abstract is also provided. The two-page abstracts will be printed as submitted, subject to review. Deadline for abstract submission is March 1, 2007.

## Instructions for Authors

**1. ELECTRONIC FORMAT.** Your electronic two-page abstract must be submitted in Microsoft WORD AND Adobe PDF format with NO document security. The filename must have the appropriate extension (".doc" or ".pdf"). If authors experience problems converting WORD documents to PDF they should contact their session Chair for assistance.

**2. TEXT.** The two-page abstract should be a condensed version of the oral or poster presentation and include all significant findings. Write the text so that readers who are not specialists can appreciate the purpose of the study and understand the procedures and conclusions. *THE ENTIRE ABSTRACT MUST BE TWO 8.5 X 11 INCH PAGES (21.6 cm x 27.9 cm); NO MORE.*

Use a 12 point Times New Roman typeface, 6 lines per vertical inch. Use italics for taxonomic terms; do not use underlines. Avoid individualized formatting and special typefaces.

**3. MARGINS.** Set the margins for each page so that the text (including tables and figures) occupies a centered rectangle 6.75 in. wide by 9 in. high (17.1 cm wide x 22.8 cm high).

**4. PAGE 1.** Text only on this page, no illustrations. **Title must be on the first line and identical to that of presentation or poster. Title must be 14-point boldface with initial capitals.** For the rest of the text, use 12-point Times New Roman. Use single line spacing if more than one line is needed for the title. Leave one line of space before the author names. Start the authors' names, each followed by a comma and one or more asterisks for reference to each author's affiliation. The presenting author's name should be underlined. Leave one line of space between author names and affiliations. Asterisk the first author's affiliation and provide the complete postal address. Similarly, on the next line type the next author's affiliation and complete address, etc. Do not center the title, author names or affiliations; return each line to the left margin. Leave one line of space, and begin the first paragraph without indentation. Skip a line between each paragraph. Use Times New Roman and Symbol fonts for all special characters.

**5. PAGE 2.** This page may include text, tables, and/or figures (if any). Place table captions above tables at the left margin. Place figure captions below figures with caption and figure at the left margin, *OR*, place figure captions in line with and to the left of figures with caption at the left margin. For examples, see example two-page abstract.

**6. LINE DRAWINGS, PHOTOS and MICROGRAPHS.** All artwork must be electronically incorporated into the text. Show figure part number and scale marker (e.g., 1µm) as needed. Color may be used and will be displayed as such in the printed symposium volume. Line art must be created either in a drawing program or scanned into a suitable format for importing into the document; check that the weights of lines and sizes of label fonts in embedded legends allow the figure to be understandable at the final reproduction size in the two-page document.

**7. TABLES.** All tables must be electronically incorporated into the text. Use the table-making functions of the word processor to create the table with a horizontal rule top and bottom and below the column headings. Indicate units (in parentheses) in column headings as needed. Type information single-spaced within the table.

**8. REFERENCES.** Show citations in the text as an Arabic number on the line in square brackets, preferable at the end of the sentence, *before* the period [1]. Collect references at the end of the paper, before the figures. Acknowledge sponsorship or help from colleagues in the last reference corresponding to a numeral at the end of the text. *Do not use underlines.* For three or more authors, use first-named author's name plus "et al...." Examples:

[1] da Rocha, R.C.G., and R.P. Chopard (2002) *Ecol. Microanal.* 8 (suppl. 2):232-236.

[2] Fisher, W.G., et al. (2002) *J. Gene Flow* 8:191-201.

[3] Hayat, M.A. (2000) *Principles and Techniques of Electron Microscopy*, 4<sup>th</sup> ed., Cambridge University Press, Cambridge.

[4] This research was supported by the Nano Research Fund under contract N04-78-94. The aid of Dr. L. M. Limit of City University is gratefully acknowledged.

For further examples, see example two-page abstract.

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