

INSTRUCTIONS FOR PREPARING MANUSCRIPTS/EXPANDED ABSTRACTS

All presenters are expected to submit either an expanded abstract or a full-length manuscript based on their talk or poster at the time of the meeting. (The expanded abstract or manuscripts are distinct from the brief abstract to be submitted previously.) These will be published in the Online Proceedings of the meeting. Detailed instructions for preparation of expanded abstracts and manuscripts follow.

General Instructions

Manuscripts should be submitted during registration at the meeting on cd or diskette with one hardcopy. Please identify your cd/disk with last name, session time & date. Microsoft Word is the preferred format. In the event that MS Word is not available, Word Perfect is acceptable. All manuscripts should be single-spaced and “camera ready.” Please use the font Times New Roman and a pitch size of 12 points. Use American English spelling throughout the manuscript.

All full-length manuscripts should include the following: Abstract (brief, no more than 10% of the text), Introduction, Materials and Methods, Results and Discussion, Conclusions, and Literature Cited. If an Acknowledgement section is included it should follow the Results and Discussion. These major headings should be in bold type and all caps, on a separate line, and left justified. Secondary headings should be title case, bold, and left justified. If further subheadings are needed for clarification, they should be in italics and within the paragraph, followed with a period, and 2 spaces before the text begins.

Title of paper should be all caps, bold type, and flush left, same size font. List authors on separate line, using footnotes for complete addresses. Manuscripts and expanded abstracts should have 1-inch margins (top, bottom, left and right), 5 space indentation on all paragraphs. Manuscripts and abstracts are left justified only. Extended abstracts would follow the same format.

Tables. Each table should start with a title that describes the contents. Tables should appear within text, where first cited.

Figures. Figures should appear within text, where first cited. Figure captions are placed below the figure.

Photographs. Photos are acceptable since this will be an online proceedings. Please be sure they are of good quality.