NASBR

Abstract Guidelines & Checklist

Please print this form and make sure that all boxes are checked before you submit the abstract

Abstract Content:

An abstract is a concise statement of your research. **Abstracts should be informative and *conclusive* – do not simply state that results will be discussed.** A typical abstract includes four sections:

1) **Title:** *An informative sentence that summarizes the importance of the project*
2) **Authors:** *Names*
3) **Affiliation:** *Institute/Organization*
4) **Body of Abstract:** The Body typically should include the following:
    a. *Background*:   Describe the reasons for your investigation and your hypothesis
    b. *Methods*:   Describe the experimental methods
    c. *Results*:   Outline essential results, important quantitative data, statistics
    d. *Conclusion*:   End the abstract with conclusions supported by your results

GENERAL

- ❑ 1 inch margins
- ❑ Single spaced
- ❑ Times New Roman font
- ❑ 11 pt. (except Affiliations which is 10 pt.)
- ❑ Full justification (align left and right margins)
- ❑ Use symbols and accents where necessary

TITLE

- ❑ 16 words or less
- ❑ Bold font
- ❑ No punctuation after title unless it ends with a question mark
- ❑ Use either a scientific name (italicized) or a common name, but not both
- ❑ Capitalize first letter of each word except prepositions, articles, and species names

AUTHORS

- ❑ Author names begin on line immediately after the title
- ❑ Full first, middle and last name (note that this is a change from prior years – please provide your name as you would for a publication. You may use middle names and initials.)
- ❑ Comma separates authors, except last author name which is preceded by "and"
- ❑ If presenting author is not first author, precede presenter's name with an asterisk (*)

- ❑ The last author's name should not be followed by a period
- ❑ Indicate affiliation by placing a number, or numbers, in superscript after the author name

AFFILIATION

- ❑ Follow authors on next line with affiliations
- ❑ Format to 10 point and italicize
- ❑ Precede each affiliation by a **bold** number in sequence (1, 2, 3, 4…), followed by a space
- ❑ Include only Department, Institute, City and three-letter Country Code (CAN, USA, MEX, DEU, etc.) in the affiliation
  - • See http://www.worldatlas.com/aatlas/ctycodes.htm for a full list of country codes.
- ❑ Separate affiliations with a semicolon; no period at the end

ABSTRACT BODY

- ❑ 250 words or less
- ❑ Insert one blank line between Affiliation and Abstract
- ❑ Indent first line 0.5"
- ❑ Use an acronym only after full spelling of a term has been defined
- ❑ Do not start sentences with numbers or abbreviations
- ❑ There should be no spaces, hard returns, line breaks, etc. after the period of last sentence of abstract body

FILE FORMAT

- ❑ You may create the abstract in your own file or you may use the provided template file. In either case, ensure that you comply with all formatting rules above
- ❑ Only **.doc** or **.docx** formats will be accepted (use Word, OpenOffice or any program that produces docx files)
- ❑ If you used any unusual accents or special characters, embed the fonts
  - • In Word, do the following: Save As | Tools | Save Options | Embed Fonts
  - • Note: OpenOffice and LibreOffice may not embed fonts in .docx file format
- ❑ Remove any additional blank lines before the title or after the body
- ❑ IMPORTANT: please name the file using the first author name: **Author1lastname.Author1firstname** (e.g., Horst.Roy.doc or Horst.Roy.docx)

Why?

Why do we ask you to use the above checklist and make sure that your file is correctly named?
We use an automated script to assimilate all the submitted abstracts into one document and placed in the correct order. In addition, following the guidelines greatly increases the uniformity of the abstracts and reduces the amount of time spent manually correcting errors. We appreciate your help in following this checklist.
If we find abstracts that do not follow the checklist we may send you an email asking that you resubmit.