**Abstract Submission Guidelines for**

**Paper & Poster Presentations**

**&**

**GEORGIA ACADEMY OF SCIENCE ABSTRACT SUBMISSION**

**& PRESENTERS’ INFORMATION FORMS**

 **Note: All presenters must complete the presenter information form (last page)**

**Revised 10-2016**

**Abstract submission guidelines for paper and poster presentations**

1. The maximum size of the abstract is limited by the text-box provided in the following page**.** Without removing the example shown above the blank text-box, put the title, author/affiliation and the content of your abstract inside the box. Be sure to provide complete information for all blanks on the form shown in the third page (author, author status, presentation type, special equipment needs, section, and complete contact information). **Student presenters must complete the *student presenter information* section in the bottom half of the third page (see items #4 and #5)**.

2. All text must be **12 point Georgia** font **(NOT Times New Roman)**; Latin names and scientific names such as chemical terms are italicized, and book titles must be in single quote marks.

3. Each character in the title element must be capitalized. The maximum number of words in the title is 20 words. If the paper is a student work in progress, the title must be immediately followed by a double asterisk (**\*\***). Otherwise, immediately follow the title with a comma and a space, and then begin the author/affiliation element.

4. **The author/affiliation element consists of author names (either first initial or first name, middle initial, and last name of each author) followed by the author’s institution all in normal font.** When completing the author/affiliation element, it may be helpful to go by the example immediately above the abstract box on the abstract submission form. For presentations with multiple authors from different institutions, utilize hindu-arabic numerals to link authors with their institutions. All student presenter’s names must be followed by a single asterisk; for those student papers involving multiple affiliations, place the institutional numeral after the asterisk. End the author/affiliation element with a period and begin the body of the abstract two spaces afterwards. Limit the abstract title to 20 words and body of the abstract (excluding the title) to no more than 280 words. Species names and latin terms (*in vivo*, *in vitro*) should be italicized.

5. The abstract is one continuous paragraph. Avoid citations in the paragraph. Acknowledgement of funding sources, if applicable, must go on the last line.

6. **Abstracts must contain conclusions, except for those student presenters who do not have sufficient time to complete their research. These “in progress” papers must include a description of the materials and methods utilized in the research.** These works are indicated with \*\* following the title.

7. Give a list of **keywords** at the bottom of your Abstract. The keywords will allow indexing of your abstract within Digital Commons.

8. After completing the abstract submission form, save it in **Microsoft Word** (**not WordPad or PDF**) and forward via e-mail attachment to the appropriate Georgia Academy of Science section chair. **Your section chair will send confirmation via e-mail upon receipt of your abstract**.

9. **The dimensions for poster presentations are 3’ high x 4’ wide.**

10. Presenters who need additional equipment must specify this on the abstract submission form in the space for special equipment needs. The section chair will contact the local arrangements chair to determine if the equipment is available and advise the presenter accordingly. Questions regarding equipment needs and local policy (pre- storage on the local server prior to the meeting, use of laptops, internet access, etc.) must be directed to **Local Arrangements Chair Jennifer Schroeder (jcschroeder@yhc.edu)** of Young Harris College.

11. If you have questions about the call for papers, the abstract review process, scheduling, the program construction process, the deadlines, facilities, or anything related to the conference program, feel free to contact Barry Hojjatie, Technical Program Chair.  For general information about the Annual meeting and appropriate links please periodically visit the following web page: http://www.gaacademy.org/

Barry Hojjatie, Ph.D., P.E., Technical Program Chair

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*EXAMPLE*

(type abstract here)

Keywords:

A PRELIMINARY ASSESSMENT AND SURVEY OF LATERAL

CRANIAL MORPHOLOGY OF REPRESENTATIVE LARVAL *DYTISCIDAE* (COLEOPTERA) USING DISTORSION COORDINATE, Shannon N. Shepley\*1, E.H. Barman2 and W.P. Wall2, 1Georgia Military College, Milledgeville, GA 31061 and 2Georgia College & State University, Milledgeville, GA 31061. Distortion coordinate analysis (Cartesian Transformation) of mature larvae crania for certain members of *Dytiscidae* (*Matus bicarinatus* Say). . .

**Presenter information (to be completed by all presenters)**

 *Note: Presenters must be members of the Academy.*

1. Presenter’s name:

2. Presenter’s status (*student, faculty,* or *other*):

3. Presentation type (*oral* or *poster*):

4. Section:

5. Special Equipment needs:

6. Presenter’s contact information

Phone/e-mail: Mailing address:

**Student presenter information (to be completed by student presenters only. Note that other student authors don’t need to complete the form)**

1. Student classification (undergraduate or graduate):

2. Supervising professor:

3. Supervising professor’s contact information: Phone/e-mail:

Mailing address:

4. Student presenter’s contact information

Phone/e-mail: Mailing address:

**Student presenter’s hometown:**

5. If your research is ***in progress***, please be sure you have indicated this with a double asterisk following the title.