

ABSTRACT SUBMISSION/PROGRAM CONSTRUCTION GUIDELINES

The following deadlines were recommended at the summer council meeting:

Academy Treasurer sends contact information to Section Chairs	Friday, 10-7-2011
Section chairs send out letter to membership:	Friday, 9-9-2011
Section chairs send out second letter to membership:	Friday, 10-07-2011
Receipt of abstracts by section chairs:	Friday, 12-02-2011
Receipt of abstracts and programs by Tech Program Chair	Friday, 1-06-2012
Receipt of conference program by Journal Editor:	Friday, 1-20-2012

Other important dates to remember:

Program planning meeting (via teleconference):	Friday, 9-30-2011
Fall Council meeting (via teleconference):	Friday, 10-7-2011
Winter Council Meeting (via teleconference)	Friday, 1-27-2012
Academy Secretary must receive section ballots by:	Thursday, 2-9-2012
Annual meeting:	March 23-24, 2012

Letter of announcement from section chair to membership (Guidelines for Section Chairs)

1. Please send out a letter of announcement to your section membership for paper presentations at the 2012 Annual Meeting of Georgia Academy of Science. The meeting will be held on Friday, March 23th and Saturday, March 24th, 2012 at Kennesaw State University, Kennesaw, Georgia. You will receive contact information for each member of your section by August 26; if you do not receive this information, contact the Academy Treasurer (Mitch Lockhart, jmlockha@valdosta.edu). You may send the letter of announcement out via e-mail attachment, or by postal mail.

2. The letter of announcement consists of three parts; (a) call for papers; (b) call for section officer nominations; and (c) call for referees. In the call for papers section, include the location and date of the conference, the deadline for abstract submission to the section chair, and make reference to the Academy website at <http://www.gaacademy.org>. This website includes links to Annual Meeting which contains abstract form and complete abstract submission guidelines. Accommodations, travel directions and other general information about the conference will also be posted on the website as soon as this information becomes available.

As an incentive to motivate abstract submission, indicate two special opportunities: (1) competitive monetary awards for undergraduate and graduate student oral presentations and poster presentations; and (2) the possibility of developing an oral presentation into a manuscript to be considered for publication in a subsequent issue of the *Georgia Journal of Science*. This latter opportunity applies to both student and faculty oral presentations. Additionally, if your section has a preference for oral

presentations over poster presentations, it would be appropriate to indicate this preference in the call for abstracts.

In the call for officer nominations, indicate that specific officer duties are described on the Academy website, under the GAS Constitution link (in particular, see article V at <http://www.gaacademy.org/documents/constitution03.htm>). In the call for referees, indicate the duties of the referee, the date by which you will provide abstracts to the referees, and the date by which you will need the reviewed abstracts returned.

3. If you do not receive a sufficient response by the first week of October, please send out a second letter of announcement. Actively recruit presenters, referees, and candidates by any appropriate means.

Abstract submission guidelines for paper and poster presentations (Guidelines for Presenters)

1. Utilize the abstract submission form, which is available in Microsoft Word at the Georgia Academy of Science website. Be sure to provide complete information for all blanks on the form (author, author status, presentation type, special equipment needs, section, and complete contact information <http://www.gaacademy.org>). Student presenters must complete the student presenter information section in the bottom half of the third page.

2. All text must be 12 point 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. 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 in normal first name/last name order, followed by the author's institution. 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 (e.g., author name followed by a superscript) to link authors with their institutions. All student 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.

5. The abstract is one continuous paragraph; avoid citations in the paragraph. Acknowledgement of funding sources must go on the last line.

6. Abstracts must contain explicitly stated 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.

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

8. **The dimensions for poster presentations are 4' high x 4' wide.**

9. 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 Co-Chairs to Susan Kirkpatrick Smith (ssmith1@kennesaw.edu) and Terry Powis (tpowis@kennesaw.edu) of Kennesaw University.

Abstract review process and submission to Technical Chair (Guidelines for Section Chairs)

Upon receiving abstracts by the first Friday of December, section chairs must do the following:

1. Save a copy of the abstract submission form.
2. Acknowledge receipt of the abstract by replying to the author's confirmation e-mail address.
3. Forward the abstract by e-mail attachment to each referee.
4. Section chairs and referees are free to make minor editorial changes (grammatical errors, spelling errors, typographical errors, form, etc.) Contact the authors of those abstracts in need of major revisions (any content change, excessive revision for grammar, expression or form) as soon as possible. If the author does not make the necessary changes as recommended by the section chair, the submission may be rejected. Or, at the discretion of the section chair, the abstract may be accepted for presentation, with only the title, presenter's name and affiliation published in the journal.
5. Upon completion of the review process, prepare a Microsoft Word file that contains all the abstracts (each abstract copied and pasted into a separate page). Please note that only the abstracts text (without the border lines) should be copied and pasted into a word file. This file, a second word file corresponding to the section program, and a third file containing the names and contact information (emails and phone numbers) of the student presenters should be sent by e-mail attachments to Barry Hojjatie, Technical Program Chair. The order of the abstracts should be the same as they appear in the section program. Construct the section program according to the guidelines that follow in the next section.

6. By mid-February the section chairs will receive a draft copy of the final program from the Technical Chair and they should notify the authors about the status of their abstracts (e.g., acceptance or rejection) via an email.

Scheduling presentations (Guidelines for Section Chairs)

After all abstract submissions have been reviewed and revised as necessary, please make a program schedule for your section according to the following guidelines:

Presentations are divided into two sessions: **Friday from 1:00 – 5:00 and Saturday from 7:30 – 10:00 am, and 10:30 am – 12:00 pm.** If there are not enough presentations to fill all the time slots on both Friday and Saturday, fill all time slots on Saturday and schedule the remaining presentations on Friday. If there are not enough presentations to fill the Saturday morning schedule, schedule your first presentation late enough (after 7:30) such that the last presentation ends at 12:00.

2. Do not schedule presentations from 10:00 – 10:30 Saturday morning. This time will be reserved for the section business meeting and the judging of posters.

3. Schedule all student presentations before 10:00 am on Saturday morning. It is desirable to schedule all student presentations on Saturday morning in order to promote attendance at the luncheon. Some student presentations may be scheduled on Friday afternoon due to lack of time slots on Saturday morning, and due to lack of judges available on Saturday morning. Those student presentations scheduled for Saturday morning must be finished by 10:00 am so student presenters can be considered for awards prior to the plenary session Saturday afternoon. Schedule faculty presentations in whatever order you deem to be fair and appropriate. Some examples of rationales for scheduling papers include (but are not limited to) the following: (1) It may be necessary to schedule a paper at a certain time because the presenter is also giving a paper in another section at another time slot; (2) closely related papers may be scheduled in sequence; or (3) scheduling priority may be given according to the order in which the abstracts were received.

4. Allow 15 minutes for each presentation. However, only in certain sections such as the Philosophy & History section each presentation is scheduled for 30 minutes. The section chair will be responsible for keeping the presentation on track. This responsibility includes calling time on those presenters who exceed the allotted time. **IMPORTANT: Do not move papers forward in the program if a presenter finishes early or fails to appear.** Members from other sections depend on section chairs to follow the published schedule. Please have a plan in place for utilizing time constructively if a presenter is unexpectedly absent.

5. Avoid parallel sessions.

6. You will schedule a break and/or a structured poster session during the 10:00 am - 10:30 am. After the technical program chair receives all section programs, breaks may be readjusted such that breaks are consistent across sections.

7. Upon completion of scheduling, construct the section program according to the guidelines that follow (for a sample see **Vol 69 No. 1 - 2011** of the *Georgia Journal of Science* from last year) and send to Barry Hojjatie the Technical Program chair (bhojjati@valdosta.edu).

Construction of a section program (Guidelines for Section Chairs)

1. Use Times New Roman font type, with 12 point font size.
2. The heading of a section program consists of three entries, each centered on a separate line: Section number and name; Room number and building name; and the presider's name, followed by "presider". Some of this information may not be available at the time section chairs construct the program, and will be added by the technical program chair at a latter stage. It may be helpful to utilize a section program from a previous conference issue as a guideline for constructing your program.
3. The body of the section program consists of a list of entries, as described in items 4 - 8 below.
4. Each entry consists of a time stamp, an abstract title, and the author list. The time stamp is flush with the left margin; the rest of the entry is indented five spaces.
5. The time stamp is hh:mm format. Do not specify AM or PM in the time stamp.
6. The abstract title is in all caps. Latin names are italicized, and book titles, which may occur in book review presentation titles, are enclosed in single quotes.
7. List authors as listed on the abstract. Student author names are followed by a single asterisk. **Do not include affiliations.**
8. List posters at the end of the program on Saturday morning. Poster entries are not indented, but are listed flush with the left margin.

Facilities

Certain standard equipment will be available in all the presentation rooms; this will be specified at the fall council meeting. 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 about equipment should be

directed to Local Arrangements Co-Chairs to Susan Kirkpatrick Smith (ssmith1@kennesaw.edu) or Terry G. Powis (tpowis@kennesaw.edu).

Submission of section program and other materials/official confirmation

Section chairs will send their program schedules in a **Microsoft Word** document via e-mail attachment to the technical Program Chair on or before the first week in January. Section chairs should also send a second Microsoft Word file that contains all the abstracts (in the same order as they appear in the section program), and a third file containing student presenters names and contact information to the Technical program Chair. The Journal Editor and the Technical Program Chair reserve the right to reject an abstract that does not meet the guidelines. In some cases, the abstract may be accepted for oral presentation with only the title, author and affiliation published in the journal. Section chairs will receive official notice regarding the status of section programs as soon as possible after the Journal Editor has screened all programs. Thereafter, section chairs will contact presenters to confirm presentation topic, any special equipment needs, date, location, and time of their presentation. Section chairs should also remind the presenters about the following: (1) Online registration should be done before the specified deadline (shown on the registration site) to avoid a late fee, and (2) if a presenter is not able to show up for his/her presentation at the meeting, he/she should give prior notification to the section chair.

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/>

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