

# ABSTRACT REQUIREMENTS & GUIDELINES

## NORTHWEST SCIENTIFIC ASSOCIATION

Southern Oregon University ❖

Ashland, Oregon ❖

March 29-April 1, 2017

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Northwest Scientific Association is soliciting papers to address a broad range of topics and special sessions in natural, social, and applied sciences (see also *Call for Papers* or go to <http://www.northwestscience.org/>).

**Abstracts are required for all oral and poster presentations** at the 2017 NSWA conference held jointly with Southern Oregon University & Northwest Lichenologists. **Abstract submittal: 8<sup>th</sup> November 2016 – 3<sup>rd</sup> March 2017**

Presentations for General & Special Sessions will be 15 minutes long, with 5 minutes for questions (20 min. total).

### Please adhere to these requirements when preparing your abstract.

- ✓ All abstracts must be submitted electronically to: [northwest.science.2017@gmail.com](mailto:northwest.science.2017@gmail.com)
- ✓ The e-mail subject must indicate the Presenter's Last Name & if for a poster or oral session.  
Examples: Johnson - Oral; Shaw - poster
- ✓ The body of your e-mail must contain the following information:
  - a. Name, affiliation, mailing address, and e-mail of the corresponding author.
  - b. Names and affiliations of additional authors.
  - c. Indicate at least two keywords for use in preparing a subject list.
  - d. Indicate (again) if submitting for an Oral or Poster Session.
  - e. For Oral Session: indicate the session topic relative to your abstract. If unsure then indicate "Contributed Paper". See *Call For Contributed Abstracts for Oral & Poster Presentations* for possible topics.
  - f. For Poster Session:
    - i. Indicate if presenter is a student and would like to participate in "best student poster."
    - ii. Poster dimensions must be 4 x 4 ft; larger sizes cannot be displayed.
- ✓ Attach abstract as an MS WORD document to the e-mail. Be sure abstract is formatted using guidelines below. Failure to follow instructions may result in delays or disqualification.

### ABSTRACT FORMAT FOR PAPER AND POSTER PRESENTATIONS:

- Prepare abstract using Times New Roman, 12-point font in MS Word (.doc or .docx). Improperly formatted abstracts will be returned for revision.
- Type everything **left justified**.
- Type the title in **ALL CAPITALS** followed by a period.
- Continue on same line with names of all authors and their full addresses.
- Type author names in upper and lower case. Separate each name with a semicolon after the address.
- Add the full address, using 2-digit state or province abbreviations, including zip or postal code, for each author directly after each author's name. If authors from the same institution follow one another, add the address after the last affiliate.
- Add the e-mail address of the corresponding author after the last author and italicize it.
- Skip a line and type the abstract in one paragraph in **normal case**. The word count for the body of the abstract may not exceed 250 words.
- The abstract should include a **statement or summary of the research results**, not a promise that "results will be discussed" at the meeting.

### Example:

**STATUS AND POPULATION STRUCTURE OF FRESHWATER MUSSELS IN THE ELWHA RIVER 100 YEARS AFTER THE DAMS.** David L. Cowles, Layla Cole, Department of Biology, Walla Walla University, College Place, WA 99324; Patrick Crain, Olympic National Park, 600 E. Park Avenue, Port Angeles, WA 98362-6798; *david.cowles 'at' wallawalla.edu*

We surveyed the middle and lower reaches of the Elwha River (from Lake Mills to the river mouth) for freshwater mussels in the summer of 2008.....