

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF ABSTRACTS

Abstracts for presentation will be accepted until **March 16, 2012**. Abstracts should be ≤ 300 words and include title, name, organization, and address of author(s), study justification, objectives, brief methods, summarized results, and discussion of results.

Submit abstracts electronically in Microsoft Word format to mwbwg1@gmail.com. Underline the name of the author that will be presenting the paper. A total of 15 minutes will be allotted for presentations, including time for answering questions (12+3min). **All oral presentations must be in Microsoft PowerPoint**. Early submission of presentations via e-mail is strongly encouraged and will be accepted until 5:00 pm on 3 April, 2012. Presentations must be brought on flash/thumb drive and must be loaded on conference computers by the morning of your talk.

Follow the format guidelines below when preparing your abstract (see example below):

- Title should be in all capital letters, bold, and centered at the top of the page
- Include names and current addresses of authors after the title
- Italicize addresses of authors
- Underline the name of the presenter
- Use 12 point Times New Roman font
- Use 1-inch margins on all sides
- Left justify authors and text only

ALLEGHENY WOODRAT (*NEOTOMA MAGISTER*) HABITAT CHARACTERISTICS IN VIRGINIA

Michael T. Mengak, Steven B. Castleberry, and W. Mark Ford. *D. B. Warnell School of Forest Resources, University of Georgia, Athens, GA 30602 (MTM, SBC); USDA Forest Service, Northern Research Station, Newtown Square, PA (WMF)*

GUIDELINES FOR PREPARATION OF POSTERS

- A. Should be no larger than 48 inches tall x 36 inches wide.
- B. Should be readable from a distance of 2 meters.
- C. Title should be capitalized with lettering **at least** 2 cm high (e.g. 72 pt).
- D. Authors and institutional affiliations should be in upper- and lower-case lettering **at least** 11 mm high (e.g. 42 pt).
- E. Text lettering should be **at least** 9 mm high (e.g. 36 pt) with a line thickness of at least 1 mm.
- F. Text for Literature Cited section can be smaller if space is limited (e.g. down to 20 pt)
- G. Information should be well organized and concisely presented. Most posters include the following sections: Abstract, Introduction, Materials and Methods, Results and Discussion, Conclusions, Literature Cited.
- H. Keep written text to a minimum (remember the rule of thumb "less is more"). "Bullets" and short phrases are effective. Consider using no more than six illustrations (large graphs, flow charts, diagrams, and photographs). Keep captions and legends short and informative.