

Extended Abstract Style Guide for A&WMA's Specialty Conferences

Extended Abstract # (Number referenced in your acceptance notification)

Air & Waste Management Association (A&WMA), One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222-1435

INTRODUCTION

This Style Guide details the document formatting standards for an extended abstract, one of the two options required of authors presenting papers at A&WMA's Specialty Conferences. Your extended abstract should look *exactly* like this Style Guide in terms of layout, margins, spacing, font, and section headings. Following these guidelines will ensure that printed extended abstracts have a uniform and standardized appearance and that they will be reproduced accurately on the conference proceedings. You must clearly indicate that your submittal is an extended abstract by including the line, "Extended Abstract #" and your abstract number. Otherwise your submittal may be reviewed using the standards for a full paper and be rejected.

An extended abstract is not simply a long abstract. An extended abstract should contain references, comparisons to related work, proofs of key theorems, and other details found in an extended paper. Writing a good extended abstract can be more demanding than writing a research paper. The extended abstract should clearly specify the problem(s) that the research is addressing, the expected contributions(s) of the work, a brief description of the methodology adopted, results obtained, and the conclusions resulting from the work. Some things that can be omitted from an extended abstract include future work, details of proofs or implementations that should seem plausible to reviewers, and ramifications not relevant to the key ideas of the abstract.

This Style Guide provides a working example of a properly formatted extended abstract, while also instructing authors how to prepare their extended abstract for inclusion in the conference proceedings. Please follow the instructions in this Style Guide as closely as possible so that your extended abstract can be reproduced electronically. This Style Guide first discusses the items specific to the extended abstract and then discusses more general issues such as the submittal process and general formatting guidelines.

If you have any questions about this Style Guide, please contact:

Lisa Breese, Programs Associate, Air & Waste Management Association, One Gateway Center, Third Floor, 420 Fort Duquesne Blvd., Pittsburgh, PA 15222-1435, phone: 412-904-6004; e-mail: lbreese@awma.org.

PARTS OF THE EXTENDED ABSTRACT

When typing body text or headlines, please be sure to apply the appropriate formatting styles as described below "Using Predefined Styles".

Your extended abstract should include the following parts, in the order listed:

- Title
- Extended Abstract Number (referenced in the acceptance e-mail)
- Author(s)
- Affiliation
- Introduction
- Main Body Text (including experimental methods, results, discussion, and summary sections)
- References
- Key words

Title/Authors

Include a brief, informative title for the extended abstract. The title should be pre-formatted in the correct style (Initial Caps, 18-pt. Times New Roman boldface, left-justified). Immediately beneath your title, type Extended Abstract # (followed by your actual extended abstract number) in Times New Roman 12-pt bold type. Immediately beneath your number, type the first name, middle initial, and surname of the author(s) in Times New Roman 12-pt. bold type, left-justified. Below the names of the author, identify his/her affiliation(s) and complete mailing address(es) in regular body text in 12-pt font. Please reference page one of this Style Guide for an example of the placement and format of the Title and Author(s).

Introduction

The introduction of your extended abstract should state in no more than 700 words the nature of the project or problem you are addressing and why you are studying it. It should provide background information about the work and its significance, while highlighting other relevant literature and specifying how it relates or differs from your work. You should also discuss the scope and limitations of your study in the introduction.

Body

The body of your extended abstract should follow the introduction and should include experimental methods, results, discussion, and a summary. The experimental section should be descriptive enough that the reader can identify what was done. References to experimental techniques are appropriate. The results and discussion sections may be combined. Within the body of your extended abstract, you can apply as many first-, second-, and third-level headings as you need. You can also include numbered and/or bulleted lists, as well as bold and italic type, and superscript and subscript characters.

Summary

The summary should highlight key findings and compare the results of your work to others as appropriate. Your summary should be based on the evidence presented in your extended abstract. Discuss how your work contributes to other studies.

Acknowledgments

If your extended abstract contains acknowledgments, they should be placed immediately after the conclusion but before the list of references.

References

References should be cited within your extended abstract using superscript Arabic numerals, as in this example.¹ Use the Microsoft Word or WordPerfect superscript functions for reference numbers.

The references section should immediately follow the acknowledgments section. List your references numerically as they appear in your manuscript (not alphabetically). Use the Microsoft Word or WordPerfect numbered list function to number your reference list.

Examples of reference formats are given here. For additional information on formatting references, refer to the *ACS Style Guide*, edited by J.S. Dodd (American Chemical Society, Washington DC, 1986).

REFERENCES

1. Carson, M.A.; Atkinson, K.D.; Waechter, C.J. *J. Biol Chem.* **1982**, *257*, 8115-8121.
2. *ACS Style Guide*; Dodd, J.S.; American Chemical Society: Washington, DC, 1986.
3. Geactinov, N.E. In *Polycyclic Hydrocarbons and Carcinogenesis*; Harvey, R.G., Ed.; ACS Symposium Series 283; American Chemical Society: Washington, DC, 1985; pp 12-45.
4. Norman, L.O. U.S. Patent 4 379 752, 1983.
5. Kanter, H. Ph.D. Thesis, University of California at San Francisco, 1984.
6. Sherma, J.; Beroza, M. *Manual of Analytical Quality Control for Pesticides and Related Compounds*; U.S. Environmental Protection Agency; U.S. Government Printing Office: Washington, DC, 1979; EPA-600/1-79/008.
7. *Beilstein Online*; Beilstein Institute: Frankfurt, Germany (accessed March 1999).
8. ChemCenter Home Page. See <http://www.chemcenter.org> (accessed December 1999).

Extended Abstract Length

The maximum file size of your extended abstract should be 0.5 MB or less, including figures, tables, and graphics. Extended abstracts should be at least three pages, but not more than five pages in length. If your extended abstract exceeds the file size limit, try converting your original file to a PDF format before submitting it to compress the size of the file.

SUBMITTING YOUR FINAL EXTENDED ABSTRACT

Your extended abstract will be reproduced in the conference proceedings as a CD-ROM, or as online proceedings. To facilitate this electronic production process, you must attach your extended abstract as a Microsoft Word, WordPerfect, or Adobe PDF file via the online abstract management system. The file must be inclusive of all text, color, or black-and-white illustrations, photos, and all other charts and tables. Unwieldy color images, including large PowerPoint presentations, cannot be published electronically.

During the review process, a dialogue will be created between you and your reviewer. You will be required to submit revised drafts until your reviewers accept the extended abstract as final. Then, you will need to submit the final extended abstract into the online system by the published deadline.

Scanned images may be used judiciously in charts, graphs, and other line art only. All images (illustrations, charts, photos, and tables) must be placed in your text as digital files just after the first point of reference. ***Do not group them at the end of your extended abstract.***

If you have problems using the online submittal system, please contact either Lisa Breese (see contact information above) or the *Oasis* staff at support@abstractsonline.com.

OTHER CONSIDERATIONS

This Style Guide details how to prepare and submit your extended abstract for A&WMA's Specialty Conferences. Subsequent sections discuss general details of the submittal process and general formatting requirements. Please be sure to follow all of the instructions very carefully, as a failure to do so may result in your extended abstract not being published in the conference proceedings. Thank you in advance for your cooperation.

DETAILS ON THE PROCESS

If all of the publication requirements are met, A&WMA will include your extended abstract in the conference proceedings, which will be available for purchase after the conference in the A&WMA Online Library. To facilitate this electronic production process, you must submit your extended abstract as a Microsoft Word, WordPerfect, or Adobe PDF file through the online abstract submission system by the published deadline.

FORMATTING

Using Predefined Styles

The style elements identified in this section have been defined for you to lend consistency to the group of papers that comprise the conference proceedings. **Times New Roman** is the preferred font because it is resident in very similar forms in both Microsoft Word and WordPerfect. (Macintosh users should use their default font.) Use the following five levels of this font to describe the different sections of your extended abstract:

1. Title: **18-point Times New Roman Bold**

2. Heading 1: **14-POINT TIMES NEW ROMAN BOLD, ALL CAPS**
3. Heading 2: **14-Point Times New Roman Bold**
4. Heading 3: *12-Point Times New Roman Bold Italic*
5. Body: 12-point Times New Roman

SPECIAL CHARACTERS

Microsoft Word

If you are using Microsoft Word, you can insert special characters (e.g., ®, ©, or ™) into your manuscript using the Microsoft Word “Insert Symbol” function. You may insert any of the characters found in the Times New Roman Symbol/Special Characters selection windows. **Do not include any characters that are functions of any other fonts.**

More complex mathematical formulas, equations, and characters (e.g., ω_0) should be inserted into your manuscript using Word’s Equation Editor. Please note that this applies to text statements containing mathematical characters not found in the Symbol/Special Characters selection windows, as well as to the use of separate equations. See the section below on creating equations for further details.

WordPerfect

WordPerfect users can insert special characters that are part of the Times New Roman Symbol/Special Characters selection areas. **Do not use any other fonts or the WordPerfect Mathematical Symbols font to create special characters and equations.**

More complex mathematical formulas, equations, and characters (e.g., ω_0) must be inserted into your extended abstract using the WordPerfect* Equation Editor. Please note that this applies to text statements containing mathematical characters not found in the Symbol/Special Characters selection windows, as well as the use of separate equations. See the section below on creating equations for further details.

Creating Equations with the Equation Editor

Formulas, equations, and text statements that include special characters not found in the Symbol/Special Characters selection windows must be created using either the Microsoft Word or WordPerfect* Equation Editors.

Important note: Proper use of your word processor’s equation editor is imperative for accurate reproduction of important mathematical symbols. Use of alternative symbol fonts native to your system (e.g., WordPerfect’s ‘Mathematical Symbols’ font) is unacceptable because we may be unable to duplicate these fonts during the electronic production process.

***WordPerfect users:** WordPerfect users must place all equations in text boxes. To open a text box in WordPerfect versions 6 and 7, select, “Graphics” from the WordPerfect menu bar and then select “Text Box”. Once the text box has been created, position your cursor within the box,

select “Graphics”, and then select “Equation”. In WordPerfect 8, select “Insert” from the WordPerfect menu bar and then select “Text Box”. Once the text box has been created, position your cursor within the box, select “Insert” and then select “Equation”.

Examples

Your equations should be numbered and labeled, as follows:

Equation 1. Only the simplest of equations may be created with keyboard characters.

$$y = mx + b$$

where:

m = slope

x = concentration

b = intercept

Equation 2. Most equations must be created with Microsoft Word or WordPerfect’s symbol fonts and equation editors so that the mathematical characters always reproduce correctly.

$$f(\omega) = \frac{\sigma^2}{2\pi} \frac{1}{|1 - e^{i\omega}|^{2d}} \frac{1}{|1 - e^{i(\omega - \omega_0)}|^{2D}} \frac{|1 + \phi_1 e^{i\omega} + \dots + \phi_q e^{iq\omega}|^2}{|1 - \theta_1 e^{i\omega} - \dots - \theta_p e^{ip\omega}|^2}, \quad \omega \in (-\pi, \pi].$$

where:

ω_0 = the frequency corresponding to the length of seasonality (e.g. $\omega_0 = 2\pi / 7$ for a seven-day cycle or $\omega_0 = 2\pi / 60$ for a two-month cycle.)

D = a parameter indicating the extent of this seasonality

All the parameters of the model (3.5) can be estimated using the method of Anh and Kavalieris (1994).

Tables

Tables must be created using the Microsoft Word or WordPerfect table functions and included **as part of the text** immediately after the first point of reference. Do not place them at the end of your extended abstract.

For improved readability, keep your tables as simple as possible. Do not insert any unnecessary rows or columns. Use only 1-point rules to separate table cells and do not apply any shading or insert tab stops or indents. Whenever possible, please use the portrait table format. It is permissible to reduce the point size from 12-point to 10-point type within large tables.

All table titles should be placed immediately above the table, but should be independent of the table itself. Tables should be formatted as follows:

Table 1. Sample table.

Style Definition	Specifications	Used For
Title	Times New Roman, 18-pt. bold, left-justified, initial caps	Extended abstract title.
Heading 1	Times New Roman, 14-pt. bold, left-justified, all caps	All level-one headings, which should include the abstract, introduction, and summary. These headings must be typed in all caps.
Heading 2	Times New Roman, 14-pt. bold, left-justified, initial caps	All second-level headings.
Heading 3	Times New Roman, 12-pt. bold, italic, left-justified, initial caps	All third-level headings.
Heading 4	Times New Roman, 12-pt. bold, left-justified, initial caps	All fourth-level headings.
Body	Times New Roman, 12-pt. body text, left-justified	Note: Bold, italic, and underline typeface can be applied to body text as necessary. Body text can also be formatted as bulleted or numbered lists.*

* Bulleted and numbered lists should be created by using the word processing toolbar functions for these items.

Any explanations of table data should immediately follow the table and be formatted as plain body text. **Do not include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table.**

Figures

Figures include charts, graphs, drawings, and line-art. All figures and other graphics should be embedded, or electronically placed, **within the text** immediately after the first point of reference. Do not place them on separate pages at the end of your extended abstract.

All figures must also be submitted with a resolution of at least 300 dpi.

Figures must be labeled properly, according to the example below. The figure title should appear immediately above the figure.

