Panel Synopsis and Panel Extended Abstract Style Guide for A&WMA’s Annual Conference & Exhibition

This Style Guide details the document formatting standards for submitting a panel synopsis as well as the standards for a Panel Extended Abstract. Note that **all Panels require submittal of a Panel Synopsis** for use in the finalized printed (or virtual online) technical program for the conference. Submittal of an **extended abstract is optional for the panel** (usually written by the session chair) in the event that one or more individual panelists want their manuscript in the conference proceedings, or the Panel Chair wants to have more detailed information on the panel presentations included in the proceedings. The Panel Synopsis and Panel Extended Abstract (if provided) should look ***exactly*** like this Style Guide in terms of conference details, layout, margins, spacing, font, and section headings. Following these guidelines will ensure that all panel synopses in the conference program and printed extended abstracts have a uniform and standardized appearance in the conference program and that they will be reproduced accurately in the conference proceedings.

It is expected that the panel Chair or Moderator will submit a synopsis for the Final Program, briefly consolidating and describing the content of the planned panel discussion and include a list of the panel participants. The Panel Synopsis must be submitted for review by the deadline for draft manuscript submittals. After review, the final Panel Synopsis must be submitted (i.e., upload a final electronic file to the system) by the deadline for final manuscript submittals, preferably in Microsoft Word™ (“Word”) format.

This guide provides information for preparing your Panel Synopsis (required), the optional Panel Extended Abstract, and also provides guidelines for submitting the individual panelists’ presentations for inclusion in the conference proceedings. If you have any questions about this Style Guide, please contact:

Technical Program Team: techprogram@awma.org

Please copy David Long on all communications: djlong@aep.com

# PANEL SYNOPSIS STYLE GUIDE AND TEMPLATE

Your panel has been assigned to a session at the Conference by the reviewers of your panel abstract. The panel moderator will usually be the Session Chair, and may or may not be one of the panelists. During the review process, a dialogue will be initiated between you (Panel Moderator), the panelists, and your reviewer(s) to help finalize the panelists, scope, and content of the panel session. Reviewers may include the Session Chair/Vice Chair (if different from the Panel Moderator), Technical Council officer(s) for the relevant Group, Division and/or Technical Coordinating Committee members associated with your topic area, or panel coordinator for the relevant Group. You may be required to submit revised drafts of the panel synopsis until your reviewer(s) accepts the synopsis as final.

**Once approved,** p**lease submit the final synopsis (i.e., upload a clean, edited file), preferably in Word format, by the deadline for final manuscript submittals.** For submissions of your panel synopsis, include summary information on the panel using the Panel Synopsis template on the next page. Be sure to retain the conference details and Panel number below the title.

# Title of Panel (Word Style: “Paper Title” or “Heading 1”). The title should accurately, clearly, and concisely reflect the emphasis and content of the extended abstract. The title must be brief (20 words or less) and grammatically correct.

**A&WMA’s 116th Annual Conference & Exhibition**

Orlando, Florida

June 5-8, 2023

**Panel # (Number referenced in your acceptance notification). (Word Style: “Heading 4”)**

Chair or Moderator: Panel Chair/Moderator’s First and Last Name, Affiliation (Style: “Normal”). (e.g., John Smith, ABC Consultants). Include Chair/Moderator’s title, address, phone, and email address to provide contact information, but this will not be shown in the Final Program

Co-Chair (or Vice Chair): Leave blank if there is no assigned Co- or Vice Chair. Panel Co- or Vice Chair First and Last Name, Affiliation (Style: “Normal”). (e.g., Jane Doe, XYZ University). Include Co- or Vice Chair’s title, address, phone and email address to provide contact information, but this will not be shown in the Final Program.

Synopsis of Panel (Text Style: “Normal”). Prepare a concise one-paragraph summary of the Panel’s goals, covering contributions and content from all panelists. Keep the synopsis between 100 and 150 words. Focus on the specific issue(s) that brought the panel members together, by briefly describing main, big-picture themes that will be discussed. The intent is to describe the focus of the panel, the problem or issues to be addressed and thereby generate interest in attending your Panel by readers of the conference program. Be sure to accurately portray the viewpoints that will be expressed in the panel, and keep in mind that A&WMA’s goal is to provide a neutral format for discussion of the issues covered in the panel.The panel abstract you initially submitted to the Cadmium system for review will not be included in the program or the proceedings. Following your panel synopsis, include a list of the panelists using the format shown below. If the panelist list is not yet known, then a description of the type of panelists expected, e.g., regulatory expert or appropriate industry representative, etc. and whether invited, is acceptable. Note that all panel members are expected to register for the conference; for exceptions, please contact the Technical Council Chair for other potential arrangements.

**List of Panelists**:

* + - First Panelist’s First and Last name, Title (optional), and Affiliation (e.g., Ron Smith, Senior Scientist, Excellent Laboratories)
		- Second Panelist’s First and Last name, Title (optional), and Affiliation
		- Additional Panelists’ First and Last name(s), Title (optional), and Affiliation

*\*\*\* End of Panel Synopsis Template \*\*\**

**Additional Guidelines:**

Please be sure to verify the accuracy of the information related to the session participants (Moderator, Panel Chair, Panel Vice Chair/Co-Chair, and Panelists) that has been entered in the online Cadmium System to make sure that all participants and their contact information is included.

# Panel Presentations and Inclusion in Proceedings

Panels can be organized by the Moderator or Chair in a number of ways and allow for presentations using a variety of approaches. For instance, panelists can give brief overviews of their content, followed by further discussion and questions for the audience. Alternatively, each panelist can give a formal presentation using PowerPoint™ slides, followed by specific questions. Other variations of these approaches are also allowed and may be organized by the Panel Chair within the time constraints of the session.

If the panel moderator or chair chooses to have the panelists make detailed PowerPoint presentations during a session, then submission of the presentations is encouraged for inclusion in the Conference Proceedings. In order to be included in the Proceedings, the panel moderator or chair must collect the final presentations and consolidate them into a single PDF file. Compiled presentations, along with a revised Panel Synopsis reflecting the actual presentations and signed publication release forms for each presenter included, must be submitted after the Conference by the specified deadline. For panel presentations to be reproduced in the conference proceedings, please adhere to the PowerPoint Presentation Style Guide found on the Technical Program Author Resources page of the A&WMA web site: <https://www.awma.org/ace2023authors>

# OPTIONAL PANEL EXTENDED ABSTRACT STYLE GUIDE AND TEMPLATE

This part of the Style Guide details the document formatting standards for submitting an extended abstract for a panel or the presentation of an individual panelist. **An extended abstract is optional** for a Panel Session; however, it may be desirable in the event that one or more individual panelists want their manuscript in the conference proceedings. In addition, the Panel Chair may want to have more detailed consolidated information on the panel’s presentations included in the proceedings and this should be provided after the presentations have been made to reflect the actual content of the presentations. Any individual panelist’s extended abstract and the Panel Extended Abstract (if provided) should look ***exactly*** like this part of the 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 will be reproduced accurately in the conference proceedings.

An extended abstract is not simply a long abstract. The panel extended abstract should contain the items indicated in the next section and will likely be 2-5 pages in length.

This Style Guide provides a working example of a properly formatted panel extended abstract, while also instructing authors/panel session chairs 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 panel extended abstract can be reproduced electronically. This part of the Style Guide first discusses the items specific to the extended abstract and then discusses more general issues such as formatting guidelines and the submittal process.

## PARTS OF THE PANEL EXTENDED ABSTRACT

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

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

1. Title
2. A&WMA’s 116th Annual Conference and Exhibition
3. Orlando, Florida
4. June 5 – June 8, 2023
5. Panel Extended Abstract Number (the session number as given in the acceptance letter)
6. Session Chair(s) with Affiliation(s)
7. Introduction - include background related to the topic of the panel and a discussion of the intended contribution of the panel to knowledge in the field.
8. Objective - outline the topics to be discussed and how the various topics relate to each other and to current activity in the area covered by the panel.
9. Panel Members - include the name, affiliation, and address of each panel member and the contribution each will make to the panel.
10. Summary - outline the panel’s expected contribution to the field.
11. Acknowledgements (optional)
12. References (optional)
13. Keywords

## Structure of the Panel Extended Abstract

The title should be the same as the session name to be listed in the ACE Program. The title should be preformatted in the correct style (Initial Caps, 18-pt. Times New Roman boldface, left-justified). Immediately beneath your title, type the Conference Title, location, and dates, as shown on the next page. Next type the Extended Abstract # (followed by your actual session number) in Times New Roman 12-pt bold type. Immediately beneath your number, type the first name, middle initial, and surname of the session chair(s) in Times New Roman 12-pt. bold type, left-justified. Below the names of the session chairs, identify his/her affiliation(s) and complete mailing address(es) in regular body text in 12-pt font. An example of the placement and format of the Title and Session Chair(s), along with a Panel Extended Abstract template, including format and content of the various parts of the document begins on the next page.

Panel Session Title 18-POINT TIMES NEW ROMAN BOLD

**A&WMA’s 116th Annual Conference & Exhibition**

Orlando, Florida

June 5 – June 8, 2023

**Panel Extended Abstract # (Number referenced in your acceptance notification) (Session number for the panel)**

**Session Chair Name (Word Style: “Author”). Use first names, initials, and surnames (e.g., John M. Smith).**

Session Chair Information (Style: “Normal”). Include the chair’s affiliation and address.

**Session Co-Chair/Vice-Chair Name (Word Style: “Author”). Use first names, initials, and surnames (e.g., John M. Smith).**

Session Co-Chair/Vice-Chair Information (Style: “Normal”). Include the co-chair or vice-chair’s affiliation and address.

**Panelist Name (Word Style: “Author”) – Include all panelists if the Extended Abstract is a consolidation of presentations; otherwise include only the panelist whose extended abstract is being submitted)**

Panelist Information (Style: “Normal”). Include the chair’s affiliation and address.

**Additional Panelist Name (Word Style: “Author”)**

Additional Panelist Information (Style: “Normal”). Include the chair’s affiliation and address.

# INTRODUCTION 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

The introduction of your panel extended abstract should state the nature of the project or problem the panel is addressing and why the panel is discussing the topic. It should provide background information about the topic and its significance, while highlighting other relevant literature and specifying how it relates or differs from the goals of the panel. You should also discuss the scope and limitations of the panel presentation in the introduction. The introduction should be a major portion of the panel extended abstract. Figures and graphics may be used if appropriate.

# OBJECTIVE 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

This should be the other major portion of the panel extended abstract. It should outline the topics to be discussed and how the various topics relate to each other and to current activity in the area covered by the panel. The objective(s) should be descriptive enough that the reader can identify what the panel hopes to accomplish. References to other publications or reviews related to the panel topic are appropriate. 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.

# PANEL MEMBERS 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

This section is optional and should identify each member of the panel and briefly outline their current position and area of expertise related to the panel topic. A brief description of the area in which each panelist made a presentation is also appropriate.

# SUMMARY 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

The summary should highlight panel presentations on key issues discussed and relate the expected outcome of the panel findings to the field as appropriate.

# ACKNOWLEDGMENTS 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

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

# REFERENCES 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

References should be cited within your extended abstract **using superscript Arabic numerals**, as in this example.1 Use the Word 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 Word numbered list function to number your reference list.

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

***Example 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).

# KEYWORDS 14-POINT TIMES NEW ROMAN BOLD, ALL CAPS

Provide a listing of keywords separated by commas, for example – A&WMA, environmental, audits.

*\*\*\* End of Panel Extended Abstract Template \*\*\**

**FORMATTING**

**Panel 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 for a panel should be approximately 2-5 pages in length. If your extended abstract exceeds the file size limit, try converting your tables or figures to metafile images or convert your original file to a PDF format before submitting it to compress the size of the file.

**Document Type, Paper Size, Margins, and Page Numbering**

If all of the publication requirements are met, A&WMA will include your extended abstract in the online conference proceedings. These proceedings are produced in PDF format. To facilitate this electronic production process, you must submit your extended abstract as a **Word (preferred) or Adobe PDF** file through the online abstract submission system by the published deadlines.

Extended abstracts are to be printed on **8½” x 11” paper** with **1” margins** left, right, top, and bottom. **Page numbers are to appear in the lower right beginning with page 1**. **Text should be left justified.**

## Line Spacing

Line spacing should be single (0 before and 0 after); leave 1 line space between each heading and body text, body text and next heading, and between paragraphs.

**Type Size and Font**

**Times New Roman** is the preferred font. Use the following six 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 (left justified)

**Special Characters**

If you are using Word, you can insert special characters (e.g. ®, ©, or ™) into your manuscript using the 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. w0 ) should be inserted into your manuscript using the Word 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.

***Equations*** - Formulas, equations, and text statements that include special characters not found in the Symbol/Special Characters selection windows must be created using the Word Equation Editor.

**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 is unacceptable because we may be unable to duplicate these fonts during the electronic production process.

**Examples**

Your equations should be numbered and labeled, as shown below. Only the simplest of equations may be created with keyboard characters.

*y = mx + b*  **(Eq. 1**)

where:

m = slope

x = concentration

b = intercept

Most equations must be created with Word’s symbol fonts and equation editor so that the mathematical characters always reproduce correctly.

  **(Eq. 2)**

where



and



**Tables**

Tables must be created using the Word table functions and be 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:

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.**

**Table 1.** **Sample table.**

|  |  |  |
| --- | --- | --- |
| Style Definition  | Specifications  | Used For  |
| Title  | Times New Roman, 14-pt. bold, left-justified, initial caps  | Extended abstract title  |
| Heading 1 | Times New Roman, 12-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. |
| 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.

**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.

**Scanned Images**

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 use copyrighted images** unless you can document that you have obtained permission to do so. ***Do not group images at the end of your extended abstract.***

**Figure 1. Sample figure – Variation in Mean Organic Carbon Field Blank Levels by Month (2001 – 2004).**



**SUBMITTING YOUR PANEL EXTENDED ABSTRACT**

Your panel extended abstract will be reproduced in the conference proceedings in PDF format. To facilitate this electronic production process, you must attach your extended abstract as a Word or Adobe PDF file via the online abstract/manuscript submission system. **Draft panel extended abstracts** should be submitted for review and approval by the deadline for draft manuscript submittals. 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. **It will facilitate the review process if your drafts are submitted as Word files so that the reviewer can more easily mark suggested changes and comments.** The final extended abstract will need to be submitted into the online system by the published deadline. ***Panel extended abstracts submitted after this deadline may not be included in the conference proceedings.***

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.