

INSTRUCTIONS FOR THE FULL PAPER OR EXPANDED ABSTRACT

For publication in a volume of *Proceedings* of the 2007 meeting, participants are required to summarize each presentation in one of two ways:

Full paper

See instructions below

(Examples of full paper preparation: 2007 Proceedings Agriculture, pages 45-50 or 2007 Proceedings Operation, pages 61-70).

Expanded Abstract

The Short Abstract cannot be used as your contribution to the *Proceedings*. An expanded version in which you add more details of methods and results is required. (Example of an expanded abstract: 2007 Proceedings Agriculture, pages 35-36).

FULL PAPERS FOR INCLUSION IN THE *Proceedings*

Papers usually will include the following sections: Introduction and Objective(s), Materials and Methods, Results and Discussion, and (if appropriate) Literature Cited. These headings need not be used, but the paper should incorporate each of these. Tables and Figures may be included, they should be integrated into the text where appropriate. For the *Proceedings*, your paper will be reproduced as you submit it so please take care to lay out the paper to minimize wasted space.

- ☞ Begin with a heading that lists the paper title, authors, and mailing addresses of all authors. Use the same format as for the Short Abstract heading. Double-space below the heading, then begin the paper immediately (i.e., do not use a full sheet of paper just for the heading).
- ☞ If possible, Tables and Figures should be included at an appropriate position in the text. DO NOT leave more than 1/4 page of white space anywhere in your paper, including Figures. If necessary, use reduced font size to group Figures together on a single page B this will NOT be done for you in the *Proceedings*. Reduce computer-generated figures so that they are of minimum size, yet still legible C seldom should a single Figure occupy more than 1/3 page. Consider each figure carefully, and if its contents can be summarized in a few words in the text, OMIT THE FIGURE! Use photographs sparingly, and ONLY if their contrast is such that they will reproduce well by xerography.
- ☞ Each Full Paper must be submitted both as a hard copy and on a computer disk to the Session Leader when the paper or poster is presented.
 - Computer Disk
 - Use IBM compatible system.
 - Use 3.25 inch disk or CD ROM.
 - Use Word or WordPerfect software.
 - Use Table Format to create tables.
 - Use Power Point for graphics.
 - Label the disk with the paper or poster name, file name and the program name plus version used.
 - Hard Copy
 - Use Times New Roman 12 point font for all text. Smaller font may be used for tables and figures but be sure the font is easy to read.
 - Single space everything.
 - Leave 1.0 inch margins on sides, top and bottom on 8.5 x 11 inch white paper.
 - Do not number pages.

- 👉 **DO NOT submit paper copies of the slides used for your presentation!**

EXPANDED ABSTRACT FOR INCLUSION IN THE PROCEEDINGS

The Expanded Abstract should include a brief statement of the objective of the research; Methods and Materials but only the minimum needed for explanation or interpretation of results; and a brief description of the important results and conclusions from the research. The Expanded Abstract does not have a size limit but please be concise.

- 👉 Begin with a heading that lists the paper title, authors and mailing address(es) of all authors. Use the same format as for the Short Abstract heading.
- 👉 Skip one line below the heading and center the word ABSTRACT (all caps). Skip one line below the word ABSTRACT and start the text.
- 👉 Single space and full justify all text. Use paragraphs as needed. Do not include tables or graphs in an abstract.
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