

## 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: 1997 Proceedings Agriculture, pages 45-50 or 1997 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: 1997 Proceedings Agriculture, pages 35-36).

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## 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.
  1. 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.
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