

Guidelines for Poster Abstracts

Abstract Submission: Submit your abstract electronically as an attachment **in Word format** to Jeff Trollinger at jeff.trollinger@dgif.virginia.gov by April 28, 2006 to be considered for a poster presentation for the 2006 SEAFWA Annual Conference to be held November 5-8, 2006 in Norfolk, Virginia. Abstracts will be reviewed for quality, and only those abstracts that are selected by the review panel will be presented at the conference.

The name of the correspondence author, phone number, and e-mail address should appear in the upper left hand corner of the page. Skip a line and then give the poster title, capitalizing important words in the title. Skip a line then list each author, beginning with the lead author, and provide the following information about each: name of organization and complete address of organization including zip code. Each author should be listed separately even if they work at the same organization.

The abstract immediately follows the list of authors after skipping one line. It should be a single paragraph and concisely summarize the poster. The abstract should not merely list the contents of the poster nor should it contain a review of the methods. The abstract should contain no literature citations or footnotes. It should include the italicized heading *Abstract:* at the beginning of the section, placed flush with the left margin.

• **Abstract Format:** The following format conventions apply to the Abstract:

1. Double-space all material.
2. Use Times New Roman font or one which is similar and a 12-point type size for text.
3. Use left justification and turn off hyphenation.
4. Use the two-letter postal code for state abbreviations in complete addresses only; in all other cases, spell out the names of states.
5. Underline to indicate italics. Underline scientific names and mathematical symbols that should appear italicized in print.
6. Place scientific names in parenthesis after the first use in the abstract.
7. Spell out numbers less than 10 unless they are used with units of measure or compared with a large number (three fish, 5 mm, 2 catfish and 20 largemouth bass). Use numerals for numbers which are less than one or which have two or more digits (0.8 cm, 22 poles). Use commas in numbers of five digits or higher (25,000) and use 0 before decimals (0.05). Age organisms in Arabic, not Roman, numbers (fish age 2, not II). Insert one space on both sides of symbols when used as conjunctions (e.g., $N = 50$) but not when used as adjectives (e.g., <50 individuals).
8. Use a 24-hour clock for time (1500 hours, not 3:00 p.m.); spell out "hours" when used with time. Calendar dates are as follows: 22 January 2003.
9. Use metric units of measure. For compound denominators use negative exponents and spaces (e.g., $3.4 \text{ m}^{-3} \text{ h}^{-1}$, 9 mg L^{-1} , $0.28 \text{ mg L}^{-1} \text{ h}^{-1}$).
10. Specify the national currency the first time it is used (e.g., US\$195, Can\$200).

Presenters must submit a brief biography to accompany the abstract.