

Submittal Instructions for Final Abstracts

4th Natural Resource Extension Professionals Conference

May 16-19, 2004 • Olgebay Resort and Conference Center • Wheeling,
West Virginia

Final Abstract Submission Deadline: 5:00 PM EDT, Friday, April 2, 2004

Abstract Preparation

Abstracts should be prepared in ONE of the following digital formats:

- Microsoft Word (2000 or below)
- WordPerfect (v 6.x or below)
- Rich Text Format (an available "save as" option on most current word processors)

Abstracts should be formatted as follows:

- All abstracts should be concise and written in grammatically correct English.
- The title of the abstract should be as concise as possible.
- Set margins at 1", top, bottom and sides. Abstract should be **no more than 250 words, not including the title and author by-line.**
- Use Times Roman font (or other serif, proportional font) at a size of 12 points.
- Type abstract title flush left on a line without any formatting. Type title in upper and lower case, standard title format.
- List senior author first.
- **Bold** presenting author.
- Do not include professional titles. Type affiliation below author lines. Include **ONLY** the affiliation name, city, state in abstract listing. (*Do not include full mailing address at the top of the abstract.*)
- Type body single spaced without any indents or tabs. **DOUBLE SPACE BETWEEN PARAGRAPHS.**

- Apply bolding, italics, underlining, superscripts and subscripts in your main text as you want to appear in your final abstract.
- Do not use graphics. Text only.
- **At the bottom of the abstract include the following contact information, separated by commas:**

First name of presenter, Last name of presenter, Affiliation, Mailing address, City, State, Zip Code, Phone number, FAX number, Email address (NOTE: Do not type the word *email* in front of your address), Oral/Poster - Indicate whether abstract was selected for oral or poster presentation.

Sample Contact Information to be included at the bottom of abstract:
 Sonny, Forester, University of Natural Resources, 1234 Deciduous Way,
 Nature, FL, 33000, USA, Phone: 305-555-5555, Fax: 305-555-5000,
 sforest@myworld.net, Oral

Abstract Submission (*Please follow instructions carefully to ensure that your abstract is recorded correctly.*)

Send an electronic file of the revised abstract to the Office of Conferences & Institutes by 5:00 PM, EDT, Friday, April 2, 2004, as follows:

- **Email the abstract (as an attached file) to: enorland@csrees.usda.gov [You may do that now from a properly configured WWW browser. Simply click on the email link above and attach the abstract file to your email.]**
 -- Prepare the **SUBJECT:** line of your email header as follows:
PRESENTING AUTHOR LAST NAME-ANREP-Oral/Poster (specify which)-Final

Sample Email Subject Line:
 Subj: FORESTER-NREP-Oral-Final

- **Each abstract should be submitted via a separate email.**
- **NOTE:** If clicking on the above blue link does not bring up an email window in your browser, simply send an email to: enorland@csrees.usda.gov from within your normal email program, attaching the abstract file as instructed.

Sample Abstract

Perfect ANREP Abstract

Bobcat Wild and **Sonny Forester**
University of Natural Resources, Nature, FL

Beaver Bauers
Education College, Green City, FL

This is the abstract main text. Do not tab or indent. Double space between paragraphs. Apply **bold**, *italics*, underlines, super^{scripts} and sub_{scripts} as appropriate. Use Times Roman font (or other serif, proportional font) at a size of 12 points.

List senior author first. **Bold** presenter. Do not include professional titles. Type affiliation below author lines. Include only the affiliation name, city, state and country in abstract listing.

Sonny, Forester, University of Natural Resources, 1234 Deciduous Way, Nature, FL, 33000, USA, Phone: 305-555-5555, Fax: 305-555-5000, sforest@myworld.net,
Oral

NOTE: All correspondence will be made with the presenting author via email.

Questions:

Any other questions concerning abstract submissions should be referred to Eric Norland, Program Co-Chair at 202-401-5971, Fax: 202-401-1706, E-mail: enorland@csrees.usda.gov
