

OE3C 2024

Abstract Guidelines

1. General:

- a. Word documents only (.doc or .docx)
- b. 1-inch margins
- c. Arial font, 12pt

2. Title:

- a. Bold font
- b. Capitalize the first letter of each word, except prepositions, articles, and species names
- c. No punctuation at the end of the title unless it ends with a question mark
- d. Insert one blank line between Title and Authors

3. Authors:

- a. Full first, middle, and last names
- b. Separate author names with commas
- c. If presenting author is not first author, precede presenter's name with an asterisk (*)
- d. Indicate affiliation(s) with superscript numbers after each author's name

4. Affiliations:

- a. Italicize font
- b. Precede each affiliation by a superscript number
- c. Include Department, Institute, City
- d. Insert one blank line between Affiliation and Abstract

5. Abstract Body:

- a. 200 word maximum
- b. Single space

6. Save File:

- a. Word document (.doc or .docx)
- b. Filename consists of 3 components separated by underscores:
 - i. Registration confirmation number
 - ii. Presenter's last name
 - iii. Presenter's first name

Confirmation#_LastName_FirstName
(e.g., 1234567_Smith_John.docx)