

GUIDELINES FOR PREPARATION OF ABSTRACTS FOR PAPER AND POSTER PRESENTATIONS

1. Text of abstracts must be 250 words or less.
2. Abstracts must be on white, good quality paper (8.5x11 in.). They must be **single** spaced throughout and have a margin of 1 inch all around.
3. Use a type size of 10cpi and the same font throughout: do not use bold. Italics should be used only for the scientific names of the organisms and other expressions that conventionally appear in italic type.
4. Do not justify the right-hand margin.
5. The address should contain the capitalized name(s) of the author(s), department, university or company, name of the city, name of the state (use two-letter abbreviation, e.g. KY, IN, OH.) and the zip code.
6. In multi-authored abstracts, the name of the presenter of the paper will be indicated by an asterisk.
7. Use standard, well-known abbreviation when the use of abbreviations is necessary.
8. When using abbreviations for chemical compounds, spell out the name in full at the first mention and follow with the abbreviation in parentheses; use the abbreviation thereafter. Do not abbreviate chemical compounds in the title of the abstracts.
9. Any special symbols not on your word processor must be carefully drawn in by hand with fine pen and black ink.
10. Scientific names of organisms should be in italics (not underlined). Spell out generic names the first time they are used; afterwards these names should be abbreviated to first letter (plus a period) when followed by a specific epithet unless confusion may result with another abbreviated generic name in the abstract.
11. In the upper right hand corner of the abstract, type in CAPITALS the name of the section in which your paper or poster is being presented.
12. The following is an example of a portion of a proper abstract.

BOTANY AND MICROBIOLOGY

Taxonomic status of the varieties of Seneca snakeroot, *Polygala senega* (Polygalaceae). AMY E. TRAUTH* and ROBERT F.C. NACZI, Department of Biological Sciences, Northern Kentucky University, Highland Heights, KY 41099.

Seneca snakeroot, *Polygala senega* (Polygalaceae), is an uncommon plant ranging throughout most of eastern North America. Two varieties have been described for the species: variety *senega* and variety *latifolia*. The taxonomic

13. The abstract must be sent with your Paper Submission Form to the Program Coordinator listed at the bottom of the form.

PUBLICATION OF ABSTRACTS IN THE *JOURNAL*

If you would like to submit your abstract for publication in the *JOURNAL*, the guidelines are the same as above except you need to send a hard paper copy and a disk or e-mail version in WordPerfect or Word. Please include with your abstract a check for \$15.00 made payable to the Kentucky Academy of Science to cover publication costs (invoices will not be sent). Abstracts for publication must be received by the Abstract Editor by December 1.

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