

## **Instructions for preparing Extended Abstracts**

These instructions are only for those persons who have submitted an abstract and have been notified of its acceptance for an oral or keynote presentation.

### **Requirements**

All participants who present an oral presentation at the conference, **must submit a 3-page Extended Abstract by June 30, 2011** to the secretariat of the conference electronically. The extended abstract is intended to briefly communicate the key concepts, methods, results, and conclusions of scientific presentations. A program booklet containing all extended abstracts will be distributed to attendees at the conference. All extended abstracts must be written in English, and follow the format described below.

Follow spelling as in *Webster's Third New International Dictionary* or the *Oxford English Dictionary*. Authors are responsible for consistency in spelling. Abbreviations, nomenclature, and symbols for units of measurement should conform to international recommendations and be the same in the text and figures. Use metric and SI units (Système international d'unités). Use exponents rather than a slash (/) or dot (·) in reporting units of measure, e.g., kg ha<sup>-1</sup>, not kg/ha or kg·ha<sup>-1</sup>. Authors are strongly encouraged to electronically spell check and grammar check their extended abstract and have them edited by a colleague familiar with the science prior to submission. The scientific committee will NOT edit the extended abstracts.

### **Format**

Use Times New Roman 12-point font with standard typeface unless otherwise indicated below. Italicize all Latin words. Single space, fully justify (i.e., justify both left and right margins) and use A4 (21.0 x 29.7 cm) page size with margins of 2.5 cm (1 inch) all around. Do not paginate.

The extended abstract must not exceed a total of 3 pages (including figures, tables, and references) and must be divided into the following sections. Separate each section with a single blank line, and use bold typeface and initial capitalization for section headings. Use bold typeface and initial capitalization for figure and table titles.

**Title** - Make the title concise and informative. Include appropriate words for indexing and information retrieval. In the title, provide the names of organisms either in the vernacular or in Latin without their authors. Centre, capitalize and use bold typeface 14 point for the title.

**Authors** - Include the full first name, middle initial, and last name of all authors. Centre and use standard typeface with initial capitalization for author names. Underline the name of the presenting author and asterisk the corresponding author. Correlate authors and affiliations using appropriate Arabic numeral superscripts.

**Affiliation** - Provide the full mailing address including E-mail and telephone number for the corresponding author and affiliations only for all other authors. Precede each affiliation with the appropriate Arabic numeral superscript. Centre and use initial capitalization and standard typeface for the affiliations.

**Introduction** - Make the introduction concise providing the reader with the rationale for the study, how the study advances the knowledge in the specific area of science and a clear statement of the specific objectives for the work. Define abbreviations and contractions of the names of substances, procedures, etc., upon first use. Provide the vernacular name and the

scientific name (in italics with the author), upon first use of any species name. Subsequently, use either the vernacular or the scientific name, without the author. Identify symbols and unusual or Greek characters. Ensure superscripts and subscripts are legible and properly placed.

**Materials and Methods** - Minimize the description of materials and methods (~200 words) to that which is essential for the reader's understanding of the experiment. Focus this section on key aspects of the experimental design, treatments applied, response variables measured, key elements of observation methodology, and the statistical analysis methods used to distinguish treatment effects from random variation. State the assumptions and (or) the model underlying any statistical analysis.

**Results and Discussion** - This section should form the bulk of the extended abstract; clearly and concisely conveying all key findings. End this section with an effective concluding statement. Note that a table or graphic, embedded in the text proximal to the point of reference may be the most efficient means of conveying maximal information (i.e., one picture is worth a thousand words). Unlike a journal manuscript, it will not be possible to provide all details in a 3-page summary document. Emphasize the definitive results and use bullet statements to advantage. Report actual *p*-values rather than symbols such as \* and \*\* to convey levels of statistical significance.

**Tables** - Number each table consecutively with an Arabic numeral and provide a brief title. Reference each table in the text. Make column headings brief and amplify with footnotes if required. Do not use vertical rules. Designate footnotes in tables with unique symbols (\*, †, ‡, §, ¶, #) or superscript lowercase italic letters. Text in footnotes should be Times New Roman 10-point font with standard typeface. Descriptive material not designated by a footnote also may be placed under table as a note.

**Figures** - Number each figure consecutively with an Arabic numeral and provide a brief title. Reference each figure in the text. Ensure all terms, abbreviations, and symbols correspond to those in the text. Use only essential labelling with detailed information provided in the caption. Use sufficient line weight and differential style to ensure effective reproduction. Proportion all symbols, superscripts, subscripts, decimal points, and periods to ensure readability in the final illustration. Prepare all illustrations in black and white and use differential patterns in preference to half-tones.

**Equations** - Identify all equations with consecutive Arabic numerals in square brackets placed flush with the left margin. In numbering, no distinction is made between mathematical and chemical equations. Typeset routine structural formulas and do not submit as figures.

**References** - Use truncated reference style with references listed in alphabetical order according to the surname of the first author. Do not number references. For each reference cited in the text provide the lead author, year, journal name (standard short form), journal volume and page numbers (e.g., Green, B. 1970. Can. J. For. Res. 14:223-229 or Green, B. et al. 1972. Can J. For. Res. 28:148-152). In the text, cite all references using the surname of the lead author(s) and the year (e.g., (Green 1970) or Green and Brown (1981)). Depending on the sentence construction, the names may or may not be in parentheses, but the year always is. If there are three or more authors, the citation should give the name of the first author followed by et al. (e.g., Green et al. 1969). Use sequential small, italicized letters to differentiate references that are not uniquely identified by the authors' names and year (e.g., Green 1983*a*, 1983*b*) both in the text citation and in the reference list.