

INSTRUCTIONS FOR PREPARATION OF ABSTRACTS FOR THE 2020 MEETING

Beginning with the Proceedings for the 24th Rice Technical Working Group meetings, Desktop Publishing software was chosen as a means for expediting the post-meeting publication process. To accomplish this, Microsoft Word (Windows) was identified as the preferred word processing software to be used. **Each electronic file should include: 1) title of materials, 2) corresponding RTWG panel, 3) corresponding author's name, daytime telephone number, e-mail address, and 4) computer format** (i.e., MS Word and version number). These criteria apply uniformly to 1) presented paper abstracts, 2) poster abstracts, 3) symposia abstracts, 4) panel recommendations, and 5) list of panel participants. More details with respect to each of these items follow below.

Presented Paper, Poster, and Symposia Abstracts

To be published in the proceedings, presented paper, poster, and symposia abstracts for the RTWG 2020 meeting must be prepared as follows. Please follow these instructions -- doing so will expedite the publishing of the proceedings.

1. An electronic file is to be submitted to the respective panel chair no later than December 1, 2019, as stated in the Call for Papers issued by the RTWG 2020 meeting chair and/or panel chairs.

The respective panel chairs for the RTWG 2020 meeting and their email addresses are presented in a separate attachment. In case of other questions or in the absence of being able to access the Call for Papers, contact:

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2. Margins: Set 1-inch for side margins; 1-inch top margin; and 1-inch bottom margin. Use a ragged right margin (do not full justify) and do not use hard carriage returns except at the end of paragraphs.
3. Type: Do not use any word processing format codes to indicate boldface, etc. **Use 10 point Times New Roman font.**
4. Heading:
 - a. Title: Center and type in caps and lower case.
 - b. Authors: Center name(s) and type in caps and lower case with last name first, then first and middle initials, with no space between the initials (e.g., **Groth, D.E.**).
 - c. **DO NOT GIVE AFFILIATION OR LOCATION.** Attendance list will provide each author's affiliation and address.
5. Body: Single space, using a ragged right margin. Do not indent paragraphs. Leave a single blank line between paragraphs.
6. Content is limited to one page.
 - a. Include a statement of rationale for the study.
 - b. Briefly outline methods used.
 - c. Summarize results.
7. **Tables and figures are not allowed.**
8. **Literature citations are not allowed.**
9. **Use the metric system of units.** English units may be shown in parentheses.
10. **When scientific names are used, italicize them -- do not underline.**