

**INSTRUCTIONS FOR THE PREPARATION OF  
EXTENDED ABSTRACTS**

**INTRODUCTION**

Each paper will be allotted a maximum of four 8.5" x 11" pages, double spaced, including illustrations and references. The proportion of text to illustrations is up to you. But for the sake of uniformity and ease of reproduction, we ask that you arrange your material in the following sequence.

1. Complete text, without illustrations
2. All illustrations, cited in the text (tables, drawings, photos)
3. References

The total of items 1, 2 and 3, should be no more than 4 pages.

**TEXT**

Since the paper you submit will be directly used (not set in type) the preparation of your manuscript will require some extra care on your part to ensure that the finished publication will be professional looking and uniform. We ask that you carefully follow the instructions below.

**PAGE MAEKUP**

1. Manuscripts should be doubled spaced on one side of 8 1/2" x 11" sheet.
2. Please leave one-inch margins at top and bottom, and left and right.
3. Paragraphs should be indented, with double spaces between paragraphs.

**PAGE NUMBERING AND IDENTIFICATION**

Page numbers will be added by the printer, so we prefer that you do not type page numbers on your sheets.

## **TITLE**

The title of the paper should be typed in UPPER CASE letters and centered one inch below the top of the first page. The author's name business or institution affiliation, and address (city and state only) should follow on separate centered lines in upper and lower case. You can follow the enclosed sample page for style.

## **HEADINGS**

Please follow the instructions below for headings, sub-headings, and sub-subheadings (if needed).

**Major Headings:** Upper and lower case, underlined, and centered over the text on a separate line.

**Sub-Headings:** Upper and lower case, underlined, and placed flush with the left hand margin on a separate line.

**Sub-Subheadings:** Upper and lower case, underlined, indented, followed by a colon, and run in at the beginning of the paragraph.

## **ACRONYMS AND ABBREVIATIONS**

To clarify the technical terminology, an acronym should be defined the first time it appears in the text of the paper. Thereafter, the acronym may be used. Please use only standard symbols and abbreviations.

## **EQUATIONS**

Equations should be displayed (indented) and broken at appropriate intervals. When breaking equations, be sure to check the alignment. Equation numbering should be consecutive and appear in parentheses flush with the right-hand margin. In the interest of format uniformity and clarity, handwritten equations should be avoided whenever possible.

## **ILLUSTRATIONS (TABLES AND FIGURES)**

All illustrations will appear together at the end of the paper following the text. All illustrations and captions should be inserted in position on 8 1/2" x 11" sheets. Place no more than **FOUR** illustrations on a page. (Some suggested layouts appear at the bottom of this page.) The total number of illustrations depends on their size and on how many pages were used for the text of the paper.

## **REFERENCES**

A separate section at the end of the paper should be set aside to list references and footnotes. All bibliographical references and footnotes should be consecutively numbered and cited in the text by placing the corresponding reference number in superscript form following the sentence in which it is contained. All source references should contain the name of the author, the type of publication (i.e., the title of book, journal, or report), date of the publication, and page numbers whenever possible. (Note: all footnotes relating to the title or author's business/institution affiliation should be referenced by an asterisk sequence).

## **DEADLINE**

Completed EXTENDED ABSTRACTS together with all illustrations, must be submitting by **SEPTEMBER 14, 2018.** Please submit your paper using the link that was emailed to you in your paper acceptance letter. If you cannot find the link, please contact Samantha Tola to have the link resent to you.

For any inquiries concerning the EXTENDED ABSTRACTS, please contact Samantha Tola, Workshop Coordinator, at (212) 460-8090 ext. 203, fax: (212) 406-5460, email: stola@pcm411.com