

# Instructions for Preparing Your CRS Abstract

A. Author<sup>1</sup>, B. Author<sup>2</sup>, and C. Author<sup>1</sup>

<sup>1</sup>Institution, City, State or Province, Zip/Postal Code, Country; <sup>2</sup>Institution, City, State or Province, Zip/Postal Code, Country  
presenting author email address

## INTRODUCTION

The format of the abstract is illustrated in this template; the template is designed for the preparation of your abstract. The SAMPLE text is for demonstration purposes only.

Replace the sample title, author listing, author affiliations, designated presenting author's email address, and abstract text in this template with your abstract title, author listing, author affiliations, email address and text. The CRS Program Committee recommends that the designated presenting author and the corresponding author be one and the same. Use Microsoft Word to prepare your abstract.

We strongly recommend that you carefully read the instructions and view the sample abstract before preparing and submitting your abstract.

## TEMPLATE

Abstracts will be accepted November 3, 2008, to January 29, 2009 (midnight U.S. Central Standard Time). Abstracts must be submitted via the Internet. No other forms of submission will be accepted. A link to the online submission form is available on the CRS meeting website. Use Internet Explorer as your browser. Be sure to turn off your browser's pop-up blocker.

## HEADING

The abstract heading spans both columns and must contain the abstract title, the names and affiliations of all authors, and email address of the designated presenting author. The CRS Program Committee recommends that the designated presenting and the corresponding author be one and the same. Please note that you must repeat this information in the submission form. Author names that are not included in the submission form will not appear in the program guide or author index.

## BODY TEXT

The abstract body is in two-column format and must include the following subjects: Abstract Summary, Introduction, Experimental Methods, Results and Discussion, Conclusion, References; Acknowledgments are optional but recommended.

## FORMAT

When you are certain the abstract is complete and accurate, convert the abstract to .pdf and save the file to a local drive. Only .pdf files will be accepted. Microsoft Word or text files are NOT accepted. Websites for creating pdf files are available on the Internet, eg: [www.cutepdf.com/Products/CutePDF/writer.asp](http://www.cutepdf.com/Products/CutePDF/writer.asp).

## OUTLINE

1. Select "Letter" (8½ × 11 inches [21.59 × 27.94 cm] in Page Setup. Set margins (left and right, top and bottom) to .75 inch (1.91 cm).
2. Accepted font is 10-12 point Arial, Times, Times New Roman, or Helvetica.
3. Title is in bold type and centered across the page.
4. Author names are centered and identified with number superscripts to correspond to author affiliations. Underline the designated presenting author's name. The CRS Program Committee recommends that the designated presenting author and the corresponding author be one and the same.
5. Author affiliations are centered and identified with number superscripts to correspond to the respective author name; include the designated presenting author's email address.
6. Abstract body alignment is justified with the first line of each paragraph indented .25 inch (.63 cm).
7. Abstract body format is two-column (3.25 inches [8.25 cm] per column) with 0.5 inch (1.27 cm) between columns.
8. Include one line of space between the title and the name(s) of the author(s) and between author name(s) and affiliation(s).
9. Include one line of space between sections.
10. Abstract must be at least 1 but not more than 2 pages.
11. References must be numbered; there are no lines of space between references.

## SUBMITTING YOUR ABSTRACT

At the point where the submission form calls for the presentation file, upload the pdf formatted abstract from your local drive. Submitted abstracts may be revised and uploaded by the submitter during the submission period of November 3, 2008 – January 29, 2009 (midnight Central Standard Time). Acknowledgment of submission will be emailed to the author designated as the primary contact.

A panel of academic experts will review all abstracts. Only abstracts judged to be of the highest quality and relevance will be accepted. The Program Committee reserves the right to reject abstracts that do not meet minimum requirements, as outlined in Review Procedure. The committee will determine the placement of accepted abstracts for podium or poster presentation. Notification of acceptance or rejection of an abstract for presentation will be sent to the designated presenting author the week of April 12, 2009.

The designated presenting author must register for the meeting and pay the fee by May 4, 2009; if the author is not registered, the abstract will be withdrawn and will not be included in the program guide or *Transactions* CD.