

## HOW TO PREPARE YOUR HEADING FOR AN ABSTRACT OR RESEARCH IN PROGRESS

Your abstract or research in progress heading should be formatted using these guidelines; use 12 point Times New Roman or Century Schoolbook:

TYPE YOUR TITLE IN ALL CAPITAL LETTERS. Put a period “.” after the title. Leave a space then type your first, middle initial, last name, email and any other authors full name with emails. **Do not type your last name in all capital letters.** Put a comma “,” after your name and any other authors. Follow all author names by YOUR complete mailing address. Only the first author/presenter should have a complete mailing address. Your mailing address should have a comma “,” after each part of the address. Do not put comma “,” after the city and please use a two-letter state abbreviation (e.g. OH). **For summaries** include your advisor’s name in parentheses.

Skip one line and then type your abstract or summary.

### **SAMPLE #1 - Single author of an undergraduate research-in-progress summary**

SEASONAL EFFECTS FOUND IN PLANKTON IN THE PORTAGE LAKES. Gary M. Walker, name@abc.edu, (Charles Smith, name@abc.edu), Mount Union College, 1972 Clark Ave, Alliance OH 44601.

NOTE: **Please use advisor’s full name without title.**

### **SAMPLE #2 - Single author of an abstract**

INVASION OF ALIEN PLANTS IN A RECLAIMED STRIP MINE, CARROLL COUNTY, OHIO. Jay Johnson, name@abc.edu, Muskingum College, Dept. of Biology, New Concord OH 43222.

### **SAMPLE #3 - Multiple authors of an abstract**

A PRELIMINARY INVENTORY OF AQUATIC MACROINVERTEBRATE TAXA FROM RESTORED AND NATURAL WETLANDS OF THE BEAVERCREEK WATERSHED. Mary D. McIntosh, name@abc.edu, Jerry Vale, name@abc.edu, Brian T. Conn, name@abc.edu, Eric Ben, name@abc.edu, TJ Bury, name@abc.edu, University of Dayton, Dept of Biology, Dayton OH 5469-2320.

### **SAMPLE #4 - Multiple authors of an abstract from multiple institutions**

FEEDING THE WORLD: SALT WATER FARMING. May Smith<sup>1</sup>, name@abc.edu, Bran Wilson<sup>1</sup>, name@abc.edu, Michael Bow<sup>2</sup>, name@abc.edu, AJ Burk<sup>2</sup>, name@abc.edu, <sup>1</sup>University of Dayton, Dept of Biology, Dayton OH 45469-2320 and <sup>2</sup>Ohio Department of Natural Resources, Division of Natural Areas and Preserves.