

## Instructions for Preparing Abstracts

1. All abstracts must be sent via email as attached documents formatted in **Microsoft WORD**. Please follow the directions carefully and use the format on the following page.
2. Use the sample abstract form, next page, as a guide for size as you prepare your abstract. All copies must fit within the frame.
3. The abstract content should be structured as follows:
  - ▶ Title [bolded]
  - ▶ Authors [First name, Middle Initial, Last name] Note: Do not include degrees after the authors' names. Place an asterisk before the name of the presenting author.
  - ▶ Single space after the Title and Authors.
  - ▶ Single-space the text of the abstract with one continuous paragraph using Times New Roman 12 CPI.
  - ▶ The text should be no more than 250 words. Do not include figures, tables, equations, mathematical signs or symbols, or references.
  - ▶ Organize the text in the following manner:
    - A brief Purpose statement or Background of the study
    - A statement of the Methods used (including number of subjects and other pertinent data)
    - A summary of the Results presented in sufficient detail to support the conclusion
    - A statement of the Conclusion (it is not adequate to propose that the results will be discussed)
    - Bold the Purpose, Methods, Results, and Conclusions
  - ▶ Single space after the text of the abstract.
  - ▶ Add "For further information:" in bold, followed by the primary author's full name, official title, organization, address, telephone number, fax number, and e-mail address.
4. Complete the biographical sketch on the next page and email it to the address below.
5. For a pre-coordinated panel proposal, complete an abstract form for each presentation, a biographical sketch for each presenter, and provide a panel title, the name of your panel Chair, and an overarching description of the panel not to exceed 250 words using a separate abstract form. A pre-coordinated panel proposal should be submitted as a single integrated Word document.
6. **Abstracts must be received by close of business on May 15, 2008.**
7. All abstracts should be emailed to **Joseph P. Gone**, Ph.D. at: [jgone@umich.edu](mailto:jgone@umich.edu). For questions about abstract submission, please contact Dr. Gone by email or by telephone at (734) 255-1420.