Instruction for Abstract/Sessions

Annual Meeting
American Association of Geographers
West Lakes Division
October 19-21

Missouri State University
West Plains, MO

How to format your abstract
<u>Guidelines</u>

- Each abstract is limited to 250 words
- Abstracts must describe the presentations purpose, methods and conclusions
- Do not use bulleted lists, underlining, boldface type, italics, subscripts, or superscripts.
- Do not include any codes for justification, hyphenation, line height, line centering, margins, spacing, fonts, page centering, page numbering, suppression, or tabs, in your abstract.
- Do not include your name, affiliation, phone number, or e-mail address in the body of the abstract.

<u>Tips</u>

- Your abstract will not be edited; you are responsible for any spelling, grammatical, and typographical errors.
- Use the active voice for your abstract and presentation.
- Transmit your research results clearly and concisely, avoiding jargon.
- All abbreviations should be spelled out in the abstract text.

<u>Selecting keywords</u>

- Keywords may be compound (such as "economic geography").
- Keywords should generally be nouns instead of adjectives or adverbs.
- Commas must separate keywords.

If you have any questions about the submission process after reviewing the above information, please contact **rajivthakur@missouristate.edu**

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Session Types

<u>Paper session</u>

A paper session includes a series of individual presentations followed by discussion.

- 20 minutes per paper (time includes 15 minutes for the presentation and 5 minutes for discussion)
- 5 presentations per session, or 4 presentations and 1 discussant
- Abstracts for each presenter are required and are presented during session
- For paper sessions that do not use the full 100 minutes, additional presentations may be added after the submission deadline to complete the time
- Session room will have an LCD projector and digital HDMI switcher with the following connections: Mini DisplayPort, VGA to HDMI, and HDMI; please use a 16:9 aspect ratio to format slides
- Presenters must provide or coordinate use of their own computers/laptops

Note: If you require other types of audio/visual equipment, please contact rajivthakur@missouristate.edu

<u>Poster Session</u>

Posters are exhibited for informal browsing with opportunities for individual discussion with poster authors. Graphic materials will be displayed on a 36 x 48 poster board supplied by the WLAAG. Since a poster format is best when your material can easily be communicated visually, text should be limited to brief statements.

- Each presentation should make a unified, coherent statement
- Materials, both textual and visual, should be of professional quality and be clearly legible from a distance of four feet (4')
- 36 x 48 poster board (landscape-oriented only)
- Abstracts for each presenter are required and are presented during session

<u>Panel Session</u>

A panel session consists of participants examining a topic followed by questions from audience members.

- **No formal presentations or abstracts**
- 4-6 participants - can include introduction, panelists, and discussants
- 90-100 minute discussion
- Session room will have an LCD projector and digital HDMI switcher with the following connections: Mini DisplayPort, VGA to HDMI, and HDMI; please use a 16:9 aspect ratio to format slides

Note: Please do not ask your participants to submit an abstract for a panel session, as it will be treated like an unsessioned paper and placed into a paper session that has space.