

USASBE/SBI 2006 JOINT CONFERENCE PROCEEDINGS WORKSHOP AND SYMPOSIUM GUIDELINES

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GENERAL INSTRUCTIONS

Please read and follow these guidelines carefully in preparing your *accepted* workshop/symposium submission summary for the *Proceedings of the USASBE/SBI 2006 Joint Conference*. Dr. Leslie Toombs will be editing the *Proceedings*, in consultation with Dr. Geralyn Franklin, General Program Chair, and Dr. Kirk Heriot, General Program Co-Chair.

In order to have your workshop/symposium summary included in the *Proceedings* and Conference Program, you must e-mail (a single e-mail with a subject line of "Lead or Contact Author Last Name for USASBE/SBI 2006 Workshops/Symposia" is requested) your appropriately-formatted, one-page summary (see specific instructions below) as an attachment to usasbesbi2006@utpb.edu **no later than November 1, 2005**.

By sending the workshop/symposium summary in electronic form, you are granting USASBE/SBI permission to publish your submission in the *Proceedings* and distribute it to the conference attendees. If you fail to respond to this request, a single page with the title of your workshop/symposium, the academic abstract, and/or the executive summary provided in your original submission will be included.

The manuscript file must be in Microsoft Word format. Please remove any hidden commands (i.e. track changes) prior to submitting your electronic file.

SPECIFIC GUIDELINES

Please read and carefully follow these specific guidelines for workshop/symposium submissions for the *Proceedings* and Conference Program. Questions should be e-mailed to Dr. Leslie Toombs at usasbesbi2006@utpb.edu.

Guidelines for Workshop/Symposium Submissions

- Submissions must be in Microsoft Word format.
- **Workshop/symposium summaries must not exceed one page.**
- Submissions are to be single-spaced on 8 ½ x 11 inch pages. Margins are to be 1 inch on all sides.

- 12-point Times New Roman font must be used.
- Do not number the page for your submission.
- The top of the page should begin with the title of your workshop/symposium in UPPERCASE, centered on the page; single space multiple line titles (no blank lines) and double space after the title (leaving one blank line). Immediately below the title, the name(s) of author(s) (bolded) and affiliations (not bolded) should be centered. For the lead or contact author *only*, full contact information should be centered and included (address, telephone number, and e-mail address). Do not use titles such as Dr., Professor, Ph.D., etc. *Note:* Refer to the first page of this document for a sample of how your document should look.
- A workshop/symposium summary page should typically include the academic abstract (no more than 100 words) and executive summary (no more than 300 words and addressing the “So What?” question) but may be structured in a different form as long as the submission provides a general overview, summary of the purposes and outcomes, and a response to the “So What?” question.
- The workshop/symposium summary should be single-spaced. All paragraphs should be separated with a single blank line.
- Main headings are to be printed in UPPERCASE, bolded and centered on the page. Thus, you may have a heading for ABSTRACT or ACADEMIC ABSTRACT and one for EXECUTIVE SUMMARY. All headings should be separated with a single blank line before and after them.
- Paragraphs are not numbered or indented. Paragraphs are to be left aligned (but not right justified).
- This document should be saved in Word format with the lead or contact author’s last name as follows: lastnameworkshop.doc or toombsworkshop.doc

Submitting Your Workshop/Symposium Summary

Please send a single e-mail with a subject line of “Lead or Contact Author Last Name for USASBE/SBI 2006 Workshops/Symposia” to usasbesbi2006@utpb.edu **no later than November 1, 2005**. You should attach your one-page Word document.