

Guidelines & Specifications for Refereed Poster Abstracts for the 2011 Annual ICHRIE Conference

General Text Requirements for Poster Presentations

All abstracts must be prepared in English and free of grammatical, spelling and/or punctuation errors. Please make sure your abstract is thoroughly edited and proof read before submission.

All abstracts must be from manuscripts that are original works not yet submitted to any other journals or publications prior to submission to the conference. Following submission, authors may submit the manuscript for publication consideration by other journals.

Final abstracts produced for the Conference Program Book, per the given specifications, must be submitted via the ScholarWorks submission site [<http://scholarworks.umass.edu/refereed/>] on or before **11:59pm Eastern Time, 26 April 2011**. Abstracts not received by this date will not be included in the Conference Program Book and will be dropped from the Conference Program.

The lead author (or at least one of the submitted co-authors in the case of multiple authors) is required to register for the 2011 ICHRIE Conference with full payment of fees before **25 May 2011** in order for the Poster to be included in the Conference Program Book as well as the conference schedule. Abstracts submitted by authors who have not registered for the conference by **25 May 2011** will be removed from both the Conference Program Book and the Conference Presentation Schedule.

The length of the abstract must be *no more than 100, single-spaced*. Submitted abstracts of more than 150 words will be edited down to the 100-word limit.

Specifications:

- Prepare your abstract using Microsoft Word for Windows 6.0 or higher only
- Set the page margins exactly as follows: *top, bottom* and *right* 0.8 inch and *left* 1 inch
- Use Upper/lower case (NOT ALL CAPS) for the title of your paper
- Indent the first sentence of each paragraph with 1/2 inch and *align text left*
- *Single-spaced* within each paragraph but *double spaced* between paragraphs
- Use *Times New Roman, font size 10*

If the abstract does not follow these specifications, it will be returned and will not be included in the *Conference Program Book*!

All abstracts must be accompanied by a list of no more than six key words, which define the subject matter. (See sample for the locations of the abstract and key words on the next page.)

For other details, please see the sample format that follows.

Deadline for Submission: 11:59pm Eastern Time, 26 April 2011

(SAMPLE)

Title of Your Paper in Upper/Lower Case Flushed to the Right

John A. Doe
Your University/College/Company's Name
City, State, Country

Richard B. Smith
Your University/College/Company's Name
City, State, Country

and

James A. Wang
Your University/College/Company's Name
City, State, Country

Abstract

Begin your copy here. Indent the first sentence of each paragraph with *1/2 inch* and *align text left*. *Single space* within each paragraph but *double-space* between paragraphs. Do not include any author information beyond author name, institution and location as shown above.

Key Words

Identify and list key words (maximum of 6) which represent the content of your paper.