

## ASC Poster Abstract Preparation Guideline

All authors of abstracts accepted for publication in the ASC Proceedings are expected to resubmit their abstract according to the format provided below.

### Poster Abstract Guideline:

- **Paper Layout:** Paper size will be – letter - 8½ in. x 11 in. Page orientation is to be portrait. “Layout - section start” is set to “new page” and “vertical alignment” is to be “top”.
- **Margins:** All margins are to be set at one inch (1"). The gutter is set at zero inches (0"). The header and footer are set at one-half inch (.5").
- **Text Body:** Should include the following information in a single paragraph format.
  - **Title:** Title font size will be 18 pt., Times New Roman, bold, centered, and upper and lower case (Title Case). The title summarizes the main idea of the abstract, short, and descriptive of the contents. **No hard returns** are to be within the title.
  - **Author Table:** Author information will be formatted within a single table, one aligned left 10 pt. hard return between the title and the author table. The table size is established by setting the table's width to 100%" and alignment to "centered". Borders and shading must be set to "none." Authors from the same institution are placed within the same cell, joined by the word “and.” The number of cells will depend upon the number of authors from differing institutions. No table will be over two cells wide, but may contain multiple rows. The first line is **(bold)** and contains the author’s first name, middle initial, and surname followed by their degree i.e., Ph.D., MSCS and certifications and licenses i.e., CPC, PE. The second line **(not bold)** is their institutional affiliation. The third line **(not bold)** is their institution’s city and state.
  - **Abstract:** **Do not** include the heading "**Abstract.**" The abstract will be formatted within a single or multiple paragraphs, left justified with 10 pt. return between the author table and the abstract. Font is 10 pt., Times New Roman. Color not encouraged. Each paragraph is single spaced, aligned left only, no indents. There is only one (1) hard return between paragraphs.
- **Abstract Length:** Abstracts shall not exceed **ONE** page in length, including references, appendices, etc. Longer abstracts will NOT be accepted.