

**Missouri Academy of Science  
Annual Meeting  
Abstract and Presentation Guidelines**

**ABSTRACT GUIDELINES**

The abstract should be limited to 250 words and should not include graphics, pictures or graphs. All text should be in 12-point Times New Roman. PLEASE proofread your abstract CAREFULLY for spelling, grammatical errors and to ensure it is in the correct format before submitting. The abstract will not be accepted for presentation until it is free of errors and is in the proper format. Section chairs reserve the right to correct small grammatical errors. Use punctuation as shown in the example abstract on page 2.

Contact Information (**Carefully follow the appropriate example provided on page 2 for your situation.**)

- Do not abbreviate department or institution names.
- Do not give city, state, or zip code.

Abstract Title

- The title written in **BOLD CAPITAL LETTERS** should begin one (1) space after the period following the institution name.
- Do not use abbreviations in the title.

Abstract Body

- The abstract body should begin one (1) space after the period following the abstract title.
- Begin the body of the abstract with the purpose or specific objectives of the study.
- Include a brief statement of the methods or approach used in the study. Factors such as environmental conditions, sample size, and specialized techniques may be highlighted.
- Summarize the results by pointing out major findings. Use quantitative terms wherever possible. For example, instead of writing "the high rate of exposure caused significantly more lesions," write "exposure to 12 units caused 34% ( $p < 0.05$ ) more lesions than exposure to 4 units."
- State the conclusions or potential ramifications stemming from the results.
- Indicate the source of research support, if applicable, at the end of the text.

## **CONTACT INFORMATION EXAMPLES**

### **Single Author**

J. Smith, Department of Chemistry, State University. **ABSTRACT TITLE.** Abstract Body.

### **Multiple Authors from the Same Institutions and Department**

J. Smith, S. Johnson, T. Craig, and C. Peterson, Department of Chemistry, State University. **ABSTRACT TITLE.** Abstract Body.

### **Multiple Authors from the Same Institutions but Different Departments**

J. Smith<sup>1</sup>, S. Johnson<sup>2</sup>, T. Craig<sup>1</sup>, and C. Peterson<sup>3</sup>, <sup>1</sup>Department of Chemistry, <sup>2</sup>Department of Biochemistry, <sup>3</sup>Department of Statistics, State University. **ABSTRACT TITLE.** Abstract Body.

### **Multiple Authors from Multiple Institutions**

J. Smith<sup>a</sup>, S. Johnson<sup>b</sup>, T. Craig<sup>a</sup>, and C. Peterson<sup>c</sup>, <sup>a</sup>Department of Chemistry, State University, <sup>b</sup>Department of Biochemistry, Central State University, <sup>c</sup>Department of Statistics, University of State. **ABSTRACT TITLE.** Abstract Body.

## **ABSTRACT EXAMPLE**

N. Cook, E. Blackwell, A. Gasking, and J. Clay, Department of Natural Sciences and Mathematics, Lincoln University. **INVITRO EFFECTS OF METHOXYETHYL CARBAMATE ON CHINESE HAMSTER FIBROBLASTS.** Our previous studies have revealed the mutagenic potential of methoxyethyl carbamate (MEC) using dosages between 1 and 1000 ug/ml. This study was conducted to ascertain the effects of lower dosage of MEC on growth and chromosomal aberrations of DON Chinese hamster fibroblasts. Cultures were treated for 3 hr. with serum-free McCoy's 5a medium containing an 8-9 cofactor mix and MEC at 0 (control), 0.01, 0.1, and 1 ug/ml. Cells were then grown in McCoy's 5a medium with 10% fetal bovine serum, and metaphase spreads were prepared at 24 hr. post-treatment. Growth data, assessed by a metaphase-index method, showed no significant difference ( $p < 0.05$ ) between MEC treatments and controls. Cells at 1 mg/ml showed 20 more numerical aberrations ( $p < 0.05$ ), but other treatments were not different from the control. All dosages of MEC produced a 2- to 3-fold increase in structural aberrations and a 15 to 50% increase ( $p < 0.05$ ) in cells with chromosomal breaks, with the isochromatid types being most frequent. Mutagenic activity of MEC tends to be concentration dependent over a broad range. Supported by NIH/DRR RR08202.

## **ORAL PRESENTATION GUIDELINES**

- Presentation time slots are limited to 20 minutes. Oral presentations should be limited to about 15 minutes to give time for questions.
- Presenters may not do both an oral and poster presentation on a project.
- Presentations may have co-presenters as long as the time limits are followed. No extended time will be given.

## **POSTER GUIDELINES**

- Typically, posters are oriented in a landscape format although portrait format can be used.
- Posters should **NOT** exceed 36 in. x 48 in. (91.4 cm x 121.9 cm).
- Ideally, posters should be readable from a distance of 4 feet. The smallest readable type font at this distance is 20-point.
- Along with an abstract and written text you can also present graphs, tables, drawings and pictures.
- Posters should be clear and concise.
- The method in which posters are displayed will vary depending on the institution hosting the meeting but may include displaying on an easel or attaching to a wall or other hard surface using push pins or adhesives like removable mounting putty or Command™ strips. All display materials will be provided for you at the meeting.
- Presenters will be asked to be with their posters during a particular portion of the annual meeting.