

Guidelines for Submitting Papers AZA Conference Online Proceedings

Format

- Manuscripts must be submitted via e-mail as a Microsoft Word attachment.
- The e-mail address for submission is tlewthwaite@aza.org
- Please indicate in your email whether you are submitting as a speaker or as a poster presenter.
- If you do not have access to e-mail, submit manuscripts on a PC compatible disk.
- If you do not have Microsoft Word, please contact tlewthwaite@aza.org to make arrangements to use another program.
- Papers must come formatted for PC.
- When saving your paper, please name the document using your last name.
- Pages should be single-spaced.
- Paragraphs should be flush left to the margin. Do not use indents.
- Double space between paragraphs.
- Font should be Arial 10 pt. plain.
- Bold the title and paragraph headings.
- Do not number pages.
- Leave one-inch margins around the entire page.
- Author's name, title, institution and mailing address should appear centered below the title.
- Title should be bold and 12 pt. Arial.
- Author's name and information should be 10 pt. Do not bold the author's name and information.

Length

For speakers:

If you are submitting as a speaker, the entire paper, including photographs, graphs and charts, should be no more than eight pages.

For poster presenters:

If you are submitting as a poster presenter, the entire paper should be no more than one *page*.

Tables, Photos, Illustrations

For speakers:

Must be submitted as part of the document, not as separate documents. When scanning in photos and illustrations, please save them as TIFFS or JPEGS with a dpi no higher than 300.

For poster presenters:

Tables, photos, and illustrations may not be submitted.

Time

- Use twenty-four hour clock (i.e., 09:00 - 14:25 hrs).
- Use continental dating system (day/month/year) when using dates.

Scientific Names

- Should be stated with their common names when first mentioned and only the common used thereafter.
- Only current recognized nomenclature should be utilized.
- Authorship of scientific names should be included only when nomenclature problems exist.
- Do not use footnotes. Please cite any relevant publications at the end of your paper.

References

- List alphabetically according to the author's surname at the end of each contribution. (Ex.: Yamashina, Y., 1976. Notes on the Copper Pheasant. WPA Journal. I: 19-38.)
- Within the text, cite references as (Yamashina, 1976).
- First line of each reference should be flush left; subsequent lines should be indented five spaces.
- Do not leave spaces between references.

If you have questions about submitting proceedings, email Tim Lewthwaite (tlewthwaite@aza.org) or call (301) 562-0777, ext 253.