



## 2012 Imported Fire Ant Conference Proceedings Submission Guidelines

*NOTE: The Imported Fire Ant Conference Proceedings will not be printed in paper format during 2012, but will only be available on the eXtension Imported Fire Ant Community of Practice website.*

**The deadline for submission to the 2012 IFA Conference Proceedings is May 31, 2012.** Oral or poster presenters may submit to the proceedings in either Abstract or Report format. As in past proceedings, sections to include in reports are at the discretion of the authors and may include an Abstract, Introduction, Materials and Methods, Results, Discussion (or a combined Results and Discussion section), References Cited, and Acknowledgements or any combination of these sections necessary to convey your information.

For oral and poster presenters, please send a copy of your abstract or report in Microsoft Word format to Jason Oliver at [joliver@tnstate.edu](mailto:joliver@tnstate.edu). Your timely response is greatly appreciated.

Poster presenters: If you would like to include a copy of your poster with your abstract or report, please format the poster to fit on an 8.5 × 11.5 inch sized page, save it as an Adobe PDF file, and send to Jason Oliver at [joliver@tnstate.edu](mailto:joliver@tnstate.edu).

### Instructions for Formatting Abstracts or Reports:

- 1) Single spaced
- 2) Times New Roman font in 12 point size
- 3) Title in lower case (Capitalize the first letter of appropriate words). Use bold font and center.
- 4) Spell out first and last author names. Use middle initial if desired. Center author names.
- 5) If co-authors have different institutional affiliations, then use superscript numerals to reference affiliations and place the superscript numeral outside of the comma separating authors (i.e., Entomological Society of America style).
- 6) Do not place a line between the author names and the institutional affiliation lines. Begin each institutional affiliation on its own separate line and do not line space between affiliation lines. Place the superscript numerals in front of each institutional affiliation. Center affiliation lines.
- 7) One line between Title and Authors/Affiliations
- 8) One line between Authors/Affiliations and Text of Report
- 9) One line between major sections (e.g., Introduction, Materials and Methods, etc.). Bold section titles.
- 10) Two lines between tables and graphs
- 11) Two lines between tables/graphs and text
- 12) Use 1 inch margins on all sides
- 13) Do not number pages
- 14) Eliminate extra rows or columns without data in tables.
- 15) If reference citations are provided, please use [Entomological Society of America Style Guide format](#).
- 16) Please submit reports in **Microsoft Word format only** (this is necessary in case additional formatting changes need to be made).
- 17) **Important:** Submissions will not be reviewed for quality, content, spelling, or grammar. It is the responsibility of the contributing authors to ensure quality of submitted abstracts or reports.

**The goal of formatting is to achieve uniformity and facilitate timeliness of proceeding preparation.**

## **Example of Imported Fire Ant Proceeding Submission in Abstract Format**

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<sup>1</sup>Fire Ant University, 123 West Main Street, Atlanta, GA 30303

<sup>2</sup> USDA-ARS Center for Imported Fire Ant Research, Austin, TX 73301

This is an example of how to format an abstract submission to the 2012 Imported Fire Ant Conference. An abstract provides a concise summary of your research, as well as overall conclusions. If you elect to submit in abstract format, then indent the first paragraph and do not write the word 'Abstract' at the start of the text.

Some past submissions to the conference have used a semi-abstract format with multiple paragraphs. If you elect to use more than one paragraph, then just indent each paragraph as appropriate without any headings. Content, quality, grammar, and spelling are the responsibility of the contributing authors.

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## **Example of Imported Fire Ant Proceeding Submission in Report Format**

John W. Invicta,<sup>1</sup> Jane T. Solenopsis,<sup>2</sup> and Paul J. Richteri<sup>1</sup>

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### **Abstract**

Reports do not have to include an abstract, but can begin with the introduction section. However, if you decide to include an abstract with your report, then use the word 'Abstract' as shown at the start of the abstract section. The abstract can be more than one paragraph if desired. The abstract should be a concise summary of your research and should provide overall conclusions. Content, quality, grammar, and spelling are the responsibility of the contributing authors.

### **Introduction**

Reports can begin with the Introduction section. Introduction sections typically provide an overview of the purpose of your study, a review of relevant literature pertaining to the study, and anything else that provides a foundation for your report.

### **Materials and Methods**

Methods provide a concise description of what was done.

### **Results**

You may elect to have an independent Results section or to combine the Results section with the Discussion section.

### **Discussion**

You may elect to have an independent Discussion section or to combine the Discussion section with the Results section. Discussion provides an interpretation of the results with relevant literature citations to support your interpretations.

## References Cited

Please follow Entomological Society of America [Style Guide for reference citation format](#). For each citation, indent 5 spaces on the second and subsequent lines of that citation. Do not place line spaces between reference citations. In the report text, use last names when referencing literature citations, as opposed to numerals (e.g., Invicta and Formicid 1998, Formicid 2009, Invicta et al. 2011) and arrange by order of increasing date. Example citations for References Cited section:

**Formicid, T. W. 2009.** Procedures for assessing bait efficacy in pastures. J. Entomol. Sci. 45: 13–20.

**Invicta, J. W., J. T. Solenopsis, P. J. Richteri. 2011.** Evaluation of insecticides for the management of red imported fire ant. J. Econ. Entomol. 104: 55–62.

## Acknowledgements

You may include an acknowledgments section if needed.

## Tables, Graphs, Figures, or Photos

Tables, graphs, figures, or photos can appear anywhere in the report that the author chooses. Some past reports have included these items in or after the results section, while others have placed at the end of the report. If tables, graphs, figures, or photos are large or numerous, it may be best to place them on separate page(s) in the report.

**Reminder: Content, quality, grammar, and spelling are the responsibility of contributing authors.**

Thanks again for your submission and participation in the 2012 conference.

Sincerely,

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