

NJU-SESE English Paleontology Seminar Abstract Guidelines

The purpose of the NJU-SESE English Paleontology Seminar is to give the NJU Paleontology Team's graduate and advanced undergraduate students an opportunity to practice their presentation skills in a supportive environment and in a manner that both simulates the format of professional presentations given at international meetings.

Abstracts are required for each presentation. These should be prepared and submitted for review/approval at least two (2) weeks prior to the seminar date. This will allow the abstracts to be read, commented on, and returned to the presenter for revision (if necessary). Abstracts are an important aspect of all formal scientific presentations. Accordingly, the same rules that apply to the submission of international presentation abstracts will be apply to all English Seminar abstracts. The specific formats and general rules for organizing these abstracts are listed below.

Title - Your title should be short and to-the-point. It should identify the general topic of your presentation as well as the aspect of that topic you will consider in your presentation. Remember, many will decide whether your presentation will be of any interest to them based on your title alone. Strive to make your title informative and memorable.

Author - List the full names of all presentation authors in whatever order seems most appropriate. [Note: if you plan to use the pronoun "we" at any point in your presentation you are best advised to list more than one author in your abstract. Single-author presentations employ the pronoun "I", not "we".] List the institutional affiliations of all authors after their names including: institution name, campus (if appropriate), city, county/district, and country. Include your e-mail address at the end of the institution listing. Identify the presenter with a * superscript.

Body - Write your abstract using terms a general reader with a basic knowledge of the topic will understand. Provide sufficient background information for the reader to understand what aspect of the topic your presentation will address and why the information you present will advance understanding of that topic. Describe (briefly) any data and data-analysis methods you have employed in your investigation. Describe your major empirical results and the interpretation(s) you have drawn from those results. You may include figures, tables and/or references in your abstract, but this is not required. If you do decide to include any of these items be aware that all associated text will be included in the abstract's character count (see below).

Format

- Use the Arial or Helvetica font throughout the abstract except for special characters. Single spacing between text lines throughout.
- List the title in a 16-point bold font.
- List the author's names in a 12-point bold font, surname first, given name(s) second.
- List the authors' institutional affiliations in a 12-point regular font.
- List the abstract body in a 12-point regular font. If you wish to include more than a single paragraph in your abstract use a blank line to separate the text.
- The maximum size of your abstract body will be limited to 2,000 characters not including spaces. Any abstract that exceeds this limit will be rejected automatically.
- All standard formatting, scripting, punctuation etc. rules/conventions that apply to writing scientific works in English should be respected and incorporated into your abstract.
- It is up to you to check the spelling and punctuation of your own abstract. These will not be checked and/or corrected for you.
- Prior to submission read your entire abstract over carefully and make sure it is something you want the whole world to see. Seminar/meeting organizers cannot (and will not) be held responsible for any mistakes that appear in your abstract.
- Submit your abstract as a MS-Word document to Ms Shuyi (Ariana) Xu two (2) weeks prior to the seminar/meeting date. This lead time is necessary for the abstract size limits, content, style, etc. to be reviewed and either accepted or rejected by the seminar/meeting organizer. Rejected abstracts will have a single revision opportunity to bring their abstracts up to the required standard.

If anyone has any questions with regard to their abstracts, their presentations, seeks advice, or has constructive comments to make regarding any aspect(s) of the NJU-SESE English Paleontology Seminar they are encouraged to contact me by any of the means listed below or to schedule a face-to-face meeting during my office hours when I am on campus.

With kind regards.

A handwritten signature in black ink, reading "Norman MacLeod". The signature is written in a cursive style with a large, stylized 'N' and 'M'.

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