

GUIDE FOR AUTHORS

The following standards apply, please read the instructions carefully before submitting your work:



General requirements:

1. Abstracts consisting of original material and not presented at another national or international meeting are preferred. Data and conclusions presented at the meeting must be based on the same research as the abstract.
2. Membership of ISWE is not a prerequisite for submission of an abstract. However, be aware that if the presenting author does not register in time, your contribution will be removed from the program.
3. An individual may be first author on only one abstract and make only one presentation at the meeting; however, an author's name may appear on more than one abstract/presentation.
4. Submission of an abstract constitutes an agreement that the presenting author will attend the meeting to present the abstract if accepted.
5. If an abstract must be withdrawn, please notify the Conference Committee via email below and state the reason(s) for withdrawal of the abstract.
6. Each author should disclose any financial, personal, or professional relationships with other people or organizations that could reasonably be perceived as conflicts of interest or as potentially influencing or biasing the work.

Information required for abstract submission:

1. Abstracts may be submitted by someone other than the presenting author, but email addresses of submitting AND presenting author must be provided for correspondence.
2. Author order and affiliation of each must be provided, including:
 - a. Institution
 - b. Department
 - c. City (please do NOT include street address)
 - d. Country (use only USA to represent the United States)
3. Submitter will be asked to indicate:
 - a. Presenting author level – student, established researcher, or other
 - b. Presenting author Emerging Nations membership – yes or no
 - c. First and second preferences for abstract topic category
 - d. Taxa of focus of the abstract

4. Submitter will be asked to disclose any author financial, personal, or professional relationships that could reasonably be perceived as conflicts of interest.

Abstract specific requirements:

1. Abstracts must be written and presented in English.
Language accuracy is the responsibility of the author(s). **Abstracts must not exceed 300 words EXCLUDING title, authors, and affiliations.** You are advised to pre-check the count using the word count feature of your program.
2. Abstract titles must be written using sentence case capitalization and lower-case letters after colons.
3. Abstracts should be written as a **single paragraph** and will be reviewed for inclusion and quality of the following:
 - a. A statement of specific objectives unless given by the title
 - b. A brief statement of methods
 - c. A clear and concise summary of results, including specific values where appropriate
 - d. A statement of conclusions.
4. Do not use phrases in the abstract such as “will be discussed” or “will be presented”. Do not include tables, figures, or references.

Presentation type details:

1. **All presentations** for the ISWE Virtual Event will be submitted as **5 minute, pre-recorded slide presentations**, which will be made available for viewing by all registrants surrounding the Virtual Event.

Contact information:

For questions, please contact **Diana Koester**: dck@clevelandmetroparks.com