

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.
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. Be aware that if the presenting author does not register in time, your contribution will be removed from the program.
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 If an abstract must be withdrawn, please notify the Conference Committee via email below and state the reason(s) for withdrawal of the abstract.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. 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
 - e. Presentation type preference – poster or oral presentation
3. Author order and affiliation(s) 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)

4. Submitter will be asked to disclose any author financial, personal, or professional relationships that could reasonably be perceived as conflicts of interest.
5. Submitter will be asked to agree to a statement ensuring abstract describes work conducted in a manner that does not inflict unnecessary pain or discomfort upon animal subjects.
6. Consent will be requested to post a recording of oral presentations on the ISWE website for a discrete amount of time after the conference. Consent is encouraged for the benefit of virtual conference attendees, although not required for submission.

Abstract specific requirements:

1. Abstracts must be written and presented in English. Language accuracy is the responsibility of the author(s). **Abstract body 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 and the relationship to wildlife endocrinology.
 - d. A statement of conclusions/interpretation of results.
 - e. Purpose, application, and innovation of the work within the field.
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. **Oral presentations** will be limited to 12 minutes with 3 additional minutes for questions (total time 15 min).
2. **Posters** will be displayed for the entire conference. At least one of the authors should be present at the time indicated in the program for the poster sessions. Posters should be no larger than A0 (landscape format; 1189 x 841mm) and should also include full affiliation and contact information.

Contact information:

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