

Alberta Palaeontological Society
Paleo 2010
14th Annual Symposium, March 13–14, 2010

Abstracts Volume
Guidelines for Authors

The preferred method for submission of abstracts is electronically, via e-mail.

Disc or printed submissions (including text and illustrations) will be accepted. All materials submitted will be returned to the author. Refer to the following pages for details.

**The deadline for all submissions is
February 15, 2010.**

Editorial policy

Abstracts may be any length (1 page is standard). Submissions will be edited for design and typographical concerns only (typefaces, punctuation, spelling, spacing, layout, etc.). The Editor will not change any intellectual/literary content without prior consent of the author.

A prepress proof will be e-mailed to the author in Adobe Acrobat PDF format, if the request is made prior to the deadline.

Authors should include name and address information, in the following format:

Jane Doe
Associate Professor, Dept. of Earth Sciences
University of Calgary
4321 University Avenue
Calgary, AB Canada A1B 2C3
Email: jdoe@inetprovider.com

Electronic submissions

E-mail all files to: h2allen@telusplanet.net

Text formats

Abstract text may be submitted as e-mail attachments in any Windows or Macintosh word processing or text format (MS Word, MS Works, WordPerfect, RTF, AppleWorks, ASCII, plain text, WordPad, TextEdit, etc.) or Adobe InDesign (CS through CS3 only). You may also send plain text pasted directly into the body of an e-mail message. Linux users please stick with the lowest common denominator—plain text, or a common cross-platform file format (.doc). Please be aware that text will be reformatted for the Abstracts Volume, so you needn't concern yourself with fonts, styles, margins, etc.

Files from page layout or presentation applications saved in their native formats (Microsoft Publisher, PowerPoint, Keynote, Pages, Quark XPress and InDesign other than versions CS through CS3) are NOT acceptable.

Please avoid sending PDF files.



Please DO NOT send word processor files with embedded illustrations. Send text and illustrations as separate files.

Please DO NOT send PowerPoint files. If you want to use text from PowerPoint slides in your abstract, use the PowerPoint “Save As” command to save as RTF files (or, just copy the text and paste it into Word or Word Pad, etc.).

Please use your last name for file attachments (e.g. “Smith.doc”, “Smith fig4.jpg”).

Illustrations

The Abstracts Volume will be printed on 8.5" x 11" (letter size) paper. Thus, **all illustrations should fit within a 6.5" x 9.0" rectangle** (vertical or horizontal orientation), to allow for 1" page margins. Material larger than this will be cropped, reduced, or divided across more than one page, at the discretion of the editor. **The volume will be printed in black-and-white/greyscale:** Colour illustrations are welcome, but they will be converted to B&W or greyscale.



NO PowerPoint files! If you want to use illustrations from PowerPoint slides in your abstract, use the PowerPoint "Save As" command to save your images in an acceptable format (JPEG, TIFF, PNG, GIF).

Halftone art (photos, diagrams with greys or colours)

Image files may be submitted in the following formats:

- BMP (.bmp)
- GIF (.gif)
- JPEG (.jpg)
- Photoshop (.psd)
- PNG (.png)
- TIFF (.tif)

- EPS (.eps)
- Illustrator (.ai)

The editor can perform some minor photo retouching (dust specks, scratches, contrast, cropping); if this is desired, please send the file in TIFF or Photoshop format.

Image resolution: 200 ppi (pixels per inch) minimum.

Line art

Diagrams, charts, maps, tables, pen-and-ink drawings, etc. that contain **only pure black and pure white**. Files may be submitted in the same formats as for halftone illustrations (above).

Image resolution: 300 ppi (pixels per inch) if the illustration has heavy lines and large or no text. 600 ppi if the illustration has fine lines or detail and small text. If in doubt, use 600 ppi.

Disc submissions

Electronic files submitted on disc or memory media should be mailed or otherwise delivered to the editor prior to the February 15, 2010 deadline. Media will be returned to the author upon request. Acceptable media include (in order of preference):

- USB “memory stick”/”thumb drive”/”flash drive” etc.
- CD-ROM or DVD-ROM
- 3.5” floppy disc (DOS/Windows or Macintosh formats), any density.
- Zip disc (DOS/Windows or Macintosh formats), 100 Mb only.

Printed/paper submissions

Non-electronic submissions will be accepted for publication, if received by the February 15, 2010 deadline. These include printed or typewritten text or faxes (please use the “fine” or “best” setting on your fax machine), or art suitable for scanning. Hardcopy illustrations must be in the form of original photos or drawings. All material will be returned to the author on request.



Photocopied illustrations will not reproduce acceptably.

Questions?

If you have any questions or special requests, please contact the editor:

Howard Allen
Editor, Alberta Palaeontological Society
7828 Hunterslea Crescent NW
Calgary, AB Canada T2K 4M2

h2allen@telusplanet.net (send files/abstracts to this address)

Phone or fax (call first before faxing anything)
(403) 274-1858
(403) 862-3330

Thank you for your contribution to our Symposium!