

**Abstract Format Guidelines for Presentations**  
**NJAS Meeting June 2nd 2018**

**Follow these instructions carefully (improperly prepared abstracts/missing info may cause rejection of your abstract):**

**NOTE: Sr. Academy members may present POSTERS only and Jr. Academy members talks only.**

1. We will only accept abstracts that are submitted in electronic form. The preferred format is MSWord, Arial font, size 10, fully justified. RTF format is also acceptable.
2. Abstracts should be sent via an attachment to an e-mail message to Dr. Bologna at [bolognap@mail.montclair.edu](mailto:bolognap@mail.montclair.edu) no later than May 18th, 2018
3. While the abstract is sent as an attachment, you must write in the text of the email the following information:
  - a. Your full name and your school or university affiliation
  - b. If your abstract is for a POSTER or an ORAL presentation
  - c. State if you are high school, college, master's or doctoral student
    - i. If you are a student, also give name and email for your sponsoring mentor
4. The abstract should be approximately 200 words long, excluding title, author and school or institution affiliation information.
5. Type the title in bold and all capitals, except for scientific names.
6. Start authors with the first author. Underline the name of the presenting author. The presenting author must be an active NJAS member. If the presenting author is a student, type (student) after the presenter's name. The presenting author must complete the information requested below the example of a typical abstract.
7. Leave a blank line before the text.
8. **All abstracts and abstract fees MUST be received by May 18, 2018....late abstracts/meeting registrations are not accepted.**
9. You will be notified by e-mail after the abstract has been received and accepted.

Example of typical abstract:

**SYNTHESIS AND IDENTIFICATION OF TERPENYL ETHERS - A COOPERATIVE COLLEGIATE-INDUSTRY PRODUCT**

Joe Smith (student), Jane Doe, Chemistry Department, Kean University, Union NJ 07083

A series of terpenyl ethers was synthesized and analyzed for purity and structure. The ethers were submitted for aroma quality evaluation...