

Submission: Abstracts may be submitted electronically by E-mail to Professor Keith H. Ogawa (kogawa@stmarys-ca.edu). Please write “conference abstract” in the subject line.

Submission Deadline: The abstract receipt deadline is Monday, March 30, 2015. You will receive an E-mail confirming the receipt of your abstract.

Preparing the Abstract: Please prepare your abstract using the following guidelines.

1. **Format:** Abstracts should be written in 12-point font, single space, with full justification using a standard word processing program, e.g. Microsoft Word.
2. **Length:** Your abstract should not exceed 2,300 characters, including spaces and punctuation. This is roughly 440 – 480 words.
3. **Title:** Please write your title in bold font in sentence case (first letter capitalized and the remaining letters in lower case).
4. **Author(s) and Affiliation:** Provide full name of author(s) – first name, middle initial, last name – and institution affiliation of each author, including state, city, and zip code.
5. **Body of Abstract:** The abstract should state the study’s objective, a brief description of the methods used, summary of results, and conclusions. It is not satisfactory to say, “The results will be discussed.”
6. **Abbreviations:** Please use standard abbreviations.
7. **Support:** Please list source(s) of contributed support, e.g. faculty development grant, public or private foundation grants.
8. **Replacement Abstract:** If, after you submit your abstract, you discover a minor typographical error, you may submit a replacement abstract no later than Friday, April 3, 2015.