

Guidelines for Preparation of ASMS Extended Abstracts

“Extended abstracts” must be submitted in PDF format. Refer to Guidance for Generation of PDF Files for assistance with use of Adobe Acrobat and Microsoft products. A wide variety of alternative software is available for generation of PDF files that should be satisfactory as long as standard fonts are used in the source document. (Refer to <http://www.msfrontpage.net/fp/ans-standardfonts.htm> for additional information about fonts.)

Font: Use a standard Windows/Mac font; a sans-serif font such as Arial or Helvetica (11 pt or 12 pt) is recommended.

Title: Start on the top line. Use “Title Case” (capitalization of the first letter of major words), center, bold. The title may cover more than one line. **Note:** The title and authors must be the same as on the original abstract.

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Authors: Capitalize only the first letter of names.

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Affiliations: Judicious use of abbreviation is recommended.

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Length: At least two pages

Page set up: Margin settings, 1 inch on top, bottom, right and left; header, footer, and gutter set to 0

Paper size: 8.5 x 11 inches, portrait (vertical) layout

Justification. Select “justified.”

Page numbers: None. **Do not** use page numbers.

Headers, footers: None. **Do not** use headers or footers.

Paragraphs: Leave a blank line between paragraphs.

Format: All text should be single column. Figures may be side by side.

Figures: Figures must be imbedded in the document and may be in color. No attached or linked files will be accepted. Be sure that figures are oriented in portrait (vertical) layout.