

Mountain Pine Beetle – From Lessons learned to Community-based solutions

June 10-11, 2008

University of Northern British Columbia, Prince George, British Columbia

All presenters of oral poster presentations or stand alone posters at the Mountain Pine Beetle Conference need to submit their Abstract and, upon notification of acceptance, their Popular Summary on-line at:

<http://MPBConference2008.abstractcentral.com>

Note: All numbered instructions below are also available as you progress through the on-line submission system.

Guidelines for Abstract Submission

- 1) **DEADLINE:** The deadline for electronic submission of abstracts is **April 25, 2008 11:59 pm PDT**.
- 2) **ABSTRACT LIMIT:** There are no restrictions on the number of abstracts you may submit, or on the number of abstracts you may present.
- 3) **CHARACTER LIMIT:** There is a limit of 1875 characters (approximately 250 words) for the text of your abstract submission.
- 4) **SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the character palette. To access the palette, click on the "Special Characters" button located on the Title/Body page.
- 5) **TITLE:** The title should be entered in sentence case (This is sentence case). PLEASE DO NOT enter the title in all capital letters. Do not use formatting tags in the title.
- 6) **AUTHORS:** Please enter all authors in the order they should appear in the heading of the abstract. You will need to provide contact information and emails for ALL authors. You are limited to 6 authors.
- 7) **INSTITUTIONS:** Enter all department and institutional affiliations. Department is an optional field. You do not need to enter institutions in a particular order to be able to designate author affiliations. Two institutions can be affiliated with each author.
- 8) **KEY WORDS:** Up to eight key words should be entered or selected. You are required to select at least three key words.
- 9) **ABSTRACT PROOF:** Carefully check the proof of your abstract. Make sure all special characters and formatting is displaying properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the sidebar menu, and make your corrections.
- 10) **SUBMITTING YOUR ABSTRACT:** If you have not completed all required sections/items, you will not be able to submit your abstract. When all required information is entered, the "submit" button will appear at the bottom.

COPYRIGHT AGREEMENT: Prior to submitting, you will be asked to grant permission for FORREX to publish accepted Popular Summaries in the Registrants' Package and as part of proceedings in the BC Journal of Ecosystems and Management.

Guidelines for Popular Summary Submission

The Popular Summary is intended to briefly communicate the key concepts, methods, results, and conclusions of presentations. A package containing all Popular Summaries will be distributed to attendees at the Forum and will be included in a subsequent issue of the *BC Journal of Ecosystems and Management (JEM)*. All summaries must be written in English and follow the format described below. Authors are strongly encouraged to electronically spell check and grammar check their popular summaries and have them edited by a colleague familiar with the topic prior to submission.

General Guidelines for Popular Summary Submission

Headings and subheadings: These should cover all the major concepts in the Popular Summary and indicate the relationship between the sections. Try to use no more than needed (i.e., 1 LEVEL ONE; 1.1 Level Two; 1.1.1 Level Three)

Acronyms: Make sure all acronyms are spelled out at first reference. This will save our editors time tracking you down to find out what your acronym means.

Graphics: Provide graphics in their original format. For example, if you created a chart in Microsoft Excel and then inserted it into a Microsoft Word document, please make sure you upload the original Excel file. If your graphic was created in a graphic design program such as Adobe Illustrator, Corel Draw, or Freehand, please make sure you upload that file and that is of high-quality resolution (300 dpi). We also need you to save graphics in a format our programs will recognize: .tif, .eps, or .jpg.

References: Use the author-date system when citing published works or acknowledging unpublished material in the text. List these references alphabetically at the end of the manuscript. Try to keep explanatory footnotes to a minimum. For examples of bibliographic citation style, refer to the B.C. Ministry of Forests' Forest Science Program Style Guide and Author Manual, available on-line at: <http://www.for.gov.bc.ca/hfd/pubs/Docs/Mr/Mr041.htm>

Footnotes: Please do not include these on the page where the footnote occurs, but save them for the end of the paper.

Publication: Depending on the results of the review process, a final decision will be made on the acceptance or rejection of the manuscript. If a paper has been accepted for the Forum, it will be included in the resulting proceedings publication. Authors will have the opportunity to approve the final proofs of their Popular Summaries.

- 1) **DEADLINE:** The deadline for electronic submission of Popular Summaries is **May 23, 2008 11:59 pm PDT**.
- 2) **LIMIT:** You may submit one Popular Summary for each accepted abstract.
- 3) **CHARACTER LIMIT:** There is a limit of 1875 characters (250 words) for the text of your abstract, and 12 350 characters (1600 words) for the text of your Popular Summary, including spaces.
- 4) **SPECIAL CHARACTERS and FORMATTING:** If you copy and paste the title and/or body from your word processor, special characters should transfer, but formatting will not transfer. You can insert special characters and/or formatting tags using the character palette. To access the palette, click on the "Special Characters" button located on the Title/Body page.
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- 8) **KEY WORDS:** Up to eight key words should be entered or selected. You are required to select at least three key words.
- 9) **TABLES AND IMAGES:** You may add three (in Word) and three images to your Popular Summary.
- 10) **POPULAR SUMMARY PROOF:** Carefully check the proof of your Popular Summary (including confirmed Abstract). Make sure all special characters and formatting display properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the sidebar menu, and make your corrections.