

INSTRUCTIONS FOR ABSTRACT SUBMISSION (14 POINT TIMES NEW ROMAN, BOLD, ALL CAPITALS, 12 POINT BEFORE, 6 POINT AFTER)

Author¹, Author², Author¹ (Initials before surname, 10 point Times New Roman Bold, 6 pt before, 3 pt after, centered, underline main/presenting author)

¹Author affiliation, ²Author affiliation (Name of organisation/affiliation, State, Country, 10 point Times New Roman, 0 pt before, 0 point after, centered)

Email address of main/presenting author (10 point Times New Roman, centered)

IMPORTANT DATES:

April 4, 2003 - **Abstract submission deadline**

May 2003 – **Authors notified of either oral or poster presentation**

SUBMISSION PROCEDURE

Authors wishing to present or provide a paper are required to submit an abstract for each proposed paper by Friday April 4, 2003.

FORMAT FOR SUBMISSIONS

Only abstracts provided in the correct format will be considered for inclusion. If the correct format, as outlined in this document, is not strictly adhered to, abstracts may be withdrawn from the program.

MEANS OF SUBMISSION

Authors are requested to submit their abstract via the Workshop website at <http://www.herpessvirusworkshop.com>.

A template is provided on this site that can be downloaded to your computer. Once you have completed your abstract using this template, re-enter the site and follow the instructions to submit the template via the Internet.

If electronic submission is not possible, contact the Workshop Managers to obtain a copy of the template. Abstracts being submitted by E-mail or post are subject to the same template and instructions. If you are submitting an abstract by post please include your abstract on an IBM compatible disk in Word 97 (or later) or ASCII format. Postal submissions should be forwarded to the Workshop Managers with a hard copy attached to the address listed.

In all situations the 'Format for Submissions' requirements must be strictly adhered to.

Please Note: Workshop registration must accompany your abstract submission.

Please provide full contact details including E-mail address of the main/presenting author upon submission. All program information will be sent to this address.

SUBMISSION ADDRESSES

World Wide Web: www.herpesvirusworkshop.com

Postal or Courier:

Dr. Teresa Compton
McArdle Laboratory for Cancer Research
1400 University Avenue
Madison, WI 53706
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Ph: 608-262-1474
Fax: 608-262-2824

GENERAL INSTRUCTIONS

Type area

The text should fit exactly into the type area of 168mm × 257 mm as provided on the template. To adjust margins use Page Setup in the File Menu.

Type font, type size and spacing

Use Times New Roman 12 point size. Use italics for titles of journals, books and titles of articles. DO NOT use bold except to denote vectors in mathematics. Never underline any text. All text must be justified left and right.

LAYOUT OF TEXT

Title of Abstract

The title of the abstract should be at the top centered in ALL CAPITALS case. The title should be in Times New Roman 14 point bold.

Type the author/s names under the title, with the initials before the surname, in Times New Roman 10 point bold. Below the authors' names type the authors' affiliations, in Times New Roman, 10 point. Indicate the Author/s corresponding affiliation with ascending numbers, Times New Roman 10 point superscript.

Important: Underline the main/presenting Author's name.

Body of Abstract

Each abstract should be not more than 200 words in length. This must be typed in Times New Roman, 12 point font size. The title **ABSTRACT** must start this section and be written in capitals, bold. The text should be left and right justified. One 12 point line space should be left between paragraphs and do not indent paragraphs.

CONDITIONS OF ACCEPTANCE

Submissions not provided under the above format guidelines may not be considered.

The Organizing Committee reserves the right to decide on whether a submission will be accepted and the form of presentation.

Compliance with the conditions as outlined in this document is required. In addition, the submission deadline must be strictly adhered to.

REQUIREMENTS FOR AUTHORS / PRESENTERS

All authors submitting an abstract must register for the Workshop in order for their abstract to be accepted. Please register via the website <http://www.herpesvirusworkshop.com>.

ACKNOWLEDGEMENT OF RECEIPT

Authors can expect to receive acknowledgement of receipt of their abstract within 72 hours for submissions received electronically via E-mail or World Wide Web.

Should you not receive acknowledgement within this time period, please contact the Workshop Managers for confirmation and quote your order registration number, provided when registering for the Herpesvirus Workshop.

For abstracts submitted by post, a receipt of abstract will be forwarded to you once the abstract has been processed. Please allow 10 working days to receive the receipt.

DEADLINE DATES

Abstracts must be received by the Workshop Managers by Friday April 4, 2003.

Authors are encouraged to submit their Abstract at the earliest possible time prior to April 4, 2003 to assist with the processing procedure.