

## **Instructions for Preparing your Extended Abstract for the 15th International Wildland Fire Safety Summit & 5th Human Dimensions of Wildland Fire Conference**

Mikel Robinson

International Association of Wildland Fire, Missoula, Montana, USA, [execdir@iawfonline.org](mailto:execdir@iawfonline.org)

Jane Doe

University of Montana, Missoula, Montana, USA, [jane.doe@umontana.edu](mailto:jane.doe@umontana.edu)

### **Introduction**

To properly prepare your extended abstract, please adhere to the following instructions. You can use the Word soft copy of this instructions file as a formatting template. Please remember that your abstract must be in final form when you submit it to us; we will not review or edit. All proceedings manuscripts should be reviewed by two qualified experts prior to submission. No distinction will be made between presentations or posters. All abstracts accepted to the Conference will be published as originally submitted unless the authors submit a revised abstract by the proceedings deadline of January 31, 2019.

### **Submission Procedure and Deadline**

Your submitted extended abstract **must be in PDF format**.

Please upload to the online submission system -

<https://iawf.submittable.com/submit/129994/conference-proceedings-15th-safety-summit-5th-human-dimensions-conference>

Please upload your extended abstract by **January 31, 2019**.

### **Length of Abstract**

The abstract, including figures, tables, and references, should be no more than **six (6) pages**

### **Page Layout and Text Font**

Your extended abstract should be formatted for a paper size of 8½" x 11" (216 mm x 279 mm). Margins on all sides should be 1". Please use 12-point Times New Roman and Symbol fonts. Single space and left justify all text, including references and figure captions, and center page numbers at the bottom of the page.

### **Extended Abstract Formatting**

#### *Title and Author Information*

The title of the extended abstract should be centered and typed in **Bold Title-Style Capital Letters** in 12-point type on the first line of your manuscript.

Type the names of all authors in 12-point type (not bolded) and center them on the page beginning two lines below the title. Type an asterisk right after the name of the corresponding author.

In 12-point type, enter each author's organizational affiliation, city, state, country, and email address and center that information on the line below the name.

### *Section Headings*

Align headings at the left. Main headings (Introduction, Materials and methods, Results, Discussion, Acknowledgements, and References) are set in 12-point **Bold Title-Style Capital Letters** (only the first initial letter upper case, except for proper nouns). Minor headings are set in non-bold italic type.

### *Footnotes*

Within the 1" margins, please type the corresponding author's contact information in an asterisked, 9-point note at the lower left corner of your first page. Include mailing address and e-mail address, plus a web site if desired.

### *References*

In the text, cite references chronologically by author and date; do not number them. Check that all references cited in the text are listed in the References list, and *vice versa*. Use 'and' to link the names of two authors in the text, and use '*et al.*' where there are more than two.

In the References list, list references in alphabetical order, and check them carefully for accuracy. Do not include papers that have not been accepted for publication; cite them as 'unpublished data' or 'personal communication' if they must be included at all. Please provide proof of acceptance for any paper cited as 'in press'.

Give titles of books and names of journals in full. Include the title of the paper in all journal references and provide first and last page numbers for all entries.

Examples of common references are:

- *Journal paper*  
Hess JC, Scott CA, Hufford GL, Fleming MD (2001) El Niño and its impact on fire weather conditions in Alaska. *International Journal of Wildland Fire* **10**, 1-13.
- *Book*  
Cary G, Lindenmayer D, Dovers S (Eds) (2003) 'Australia burning: Fire ecology, policy and management issues.' (CSIRO Publishing: Melbourne)
- *Book chapter*  
Gill AM, Bradstock R (2003) Fire regimes and biodiversity: a set of postulates. In 'Australia burning: Fire ecology, policy and management issues'. (Eds G Cary, D Lindenmayer, S Dovers) pp. 15-25. (CSIRO Publishing: Melbourne)
- *Report*  
Finney MA (1998) 'FARSITE: Fire Area Simulator-Model development and evaluation.' USDA Forest Service, Rocky Mountain Research Station Research Paper RMRS-RP-4. (Ogden, UT)

### *Units and Mathematical Formulae*

Use the SI system, especially for exact measurement of physical quantities. If it is a convention to use non-SI units in a particular discipline, then give the equivalent SI values in parentheses.

Do not use the double solidus in complex groupings of units; use the negative index system instead, for example  $\text{mg m}^{-2} \text{s}^{-1}$ .

Avoid two-line expressions in the running text. Display each long formula on a separate line with at least two lines of space above and below it. Set up complex mathematics using an equation editor using Times New Roman and Symbol fonts only.

### Figures and Tables

Each figure and table should be cited in the text. They should be sized so that they can be embedded in the text in the area where each one is first cited (rather than grouped together at the end of the abstract). Captions are required and should be typed in 9-point type below figures or in 10-point type above tables. Note that even though your body text is in 12-point type, it is fine to put your tables in 9-point type if needed to make them better fit the page. If you have room, it's helpful to readers to put extra white space above and below each table+caption or figure+caption, to separate them more clearly from the surrounding text.

A table or figure that cannot be placed in the same orientation as the text should be rotated 90° counterclockwise so that the figure and caption can be read by rotating the manuscript 90° clockwise. An example figure is given below.

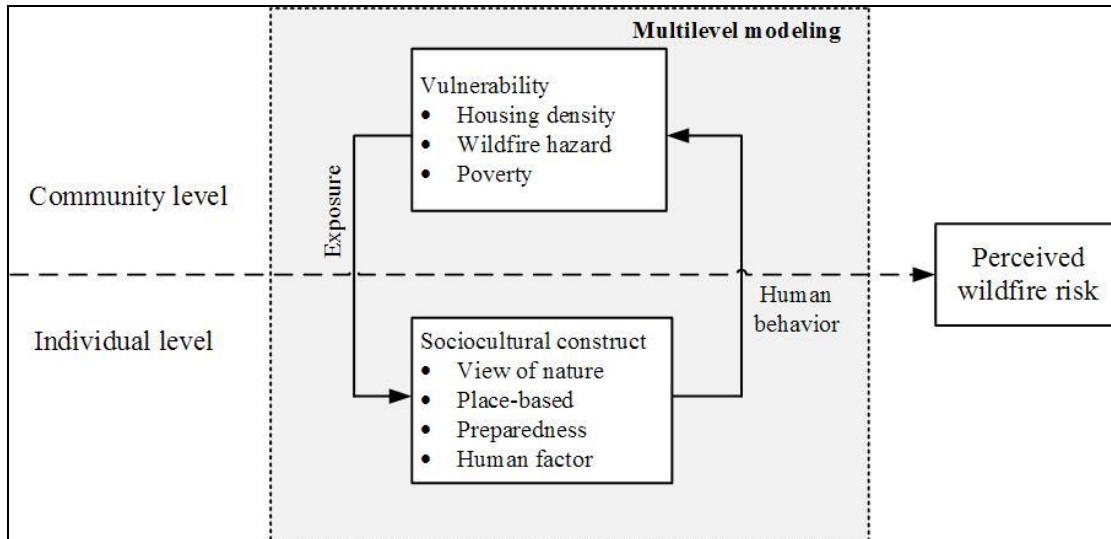


Figure 1: Sample text for caption

### Illustrations

All illustrations (photos, tables, line diagrams) should be embedded in the papers.

### Do you have Questions?

If you have any questions about these instructions or this template, please contact Mikel Robinson at 406-531-8264 or [execdir@iaawfonline.org](mailto:execdir@iaawfonline.org).