

Alberta Palaeontological Society
Paleo 2018
22nd Annual Symposium, March 17–18, 2018

Abstracts Volume
Guidelines for Authors

The preferred method for submission of abstracts or short papers is electronically, via e-mail.

Disc (CD/DVD), USB memory or printed submissions (including text and illustrations) will be accepted. All materials submitted will be returned to the author on request. Refer to the following pages for details.

**The deadline for all submissions is
February 15, 2018.**

Abstracts or short papers may be ANY length. We encourage illustrations and photos! Submissions will be edited for design and typographical concerns only (typefaces, punctuation, spelling, spacing, layout, etc.). The Editor will not change any intellectual/literary content without prior consent of the author.

All submissions will be acknowledged. IF YOU DON'T RECEIVE ACKNOWLEDGEMENT OF YOUR SUBMISSION WITHIN A WEEK, PLEASE CONTACT THE EDITOR! A prepress proof will be e-mailed to the author in PDF format.

Authors should include name and address information, in the following format:

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E-mail all files to:
h2allen@telusplanet.net

Text formats

Abstract text may be submitted as e-mail attachments in MS Word, RTF or plain text (ASCII, WordPad, TextEdit, etc.). You may also send plain text pasted directly into the body of an e-mail message. Please be aware that text will be reformatted for the Abstracts Volume, so you need not concern yourself with fonts, line spacing, styles, margins, etc.

Files from page layout or presentation applications saved in their native formats (Microsoft Publisher, PowerPoint, Keynote, Pages, Quark XPress, InDesign) or markup code (LaTeX) are NOT ACCEPTABLE.

PDF files are OK, BUT READ THE FOLLOWING:



PLEASE DO NOT SEND TEXT OR WORD FILES WITH EMBEDDED ILLUSTRATIONS. Send your text and illustrations as SEPARATE FILES.

Please DO NOT SEND POWERPOINT FILES. If you want to use text from PowerPoint slides in your abstract, use the PowerPoint “Save As” command to save as RTF files (or, just copy the text and paste it into Word or Word Pad, etc.).

Please use your last name for file attachments (e.g. “Smith.docx”, “Smith fig4.jpg”).

Illustrations

The Abstracts Volume will be printed on 8.5~ x 11~ (letter size) paper. Thus, **all illustrations should fit within a 6.5~ x 9.0~ rectangle** (vertical or horizontal orientation), to allow for 1~ page margins. Material larger than this will be cropped, reduced, or divided across more than one page, at the discretion of the editor. **The volume will be printed in black-and-white/greyscale:** Colour illustrations are welcome, but they will be converted to B&W or greyscale.



PLEASE, NO POWERPOINT FILES! If you want to use illustrations from PowerPoint slides in your abstract, use the PowerPoint “Save As” command to save your images in an acceptable format (JPEG, TIFF, PNG, GIF, BMP).

Halftone art (photos, diagrams with greys or colours)

Image files may be submitted in the following formats:

- BMP (.bmp)
- GIF (.gif)
- JPEG (.jpg)
- Photoshop (.psd) • PNG (.png)
- TIFF (.tif)
- EPS (eps)
- Illustrator (ai)

The editor can perform some minor photo retouching (dust specks, scratches, contrast, cropping); if this is desired, please send the file in TIFF or Photoshop format.

Image resolution: 200 ppi (pixels per inch) minimum.

Line art

Diagrams, charts, maps, tables, pen-and-ink drawings, etc. that contain **only pure black and pure white**. Files may be submitted in the same formats as for halftone illustrations (above).

Image resolution: 300 ppi (pixels per inch) if the illustration has heavy lines and large or no text. 600 ppi if the illustration has fine lines or detail and small text. If in doubt, use 600 ppi.

Disc submissions

Electronic files submitted on disc or memory media should be mailed or otherwise delivered to the editor prior to the February 15, 2018 deadline. Media will be returned to the author upon request. Acceptable media include (in order of preference):

- USB “memory stick”/”thumb drive”/”flash drive” etc.
- CD-ROM or DVD-ROM

Printed/paper submissions

Non-electronic submissions will be accepted for publication, if received by the February 15, 2018 deadline. These include printed or typewritten text or art suitable for scanning. Hardcopy illustrations must be in the form of original photos or drawings. All material will be returned to the author on request.



Photocopied illustrations will not reproduce acceptably.

Questions?

If you have any questions or special requests, please contact the editor:

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Thank you for your contribution to our Symposium!