

**U. S. Environmental Protection Agency
Emission Inventory Conference
Style Guide for Abstracts,
Presentations and Posters
December 2018
(updated)**

Emission Inventory Conference Style Guide for Abstracts, Presentations and Posters

This guide was created to provide an outline for authors who are preparing abstracts or poster presentations to be delivered at the emission inventory conferences sponsored by the Environmental Protection Agency (EPA). The EPA is committed to making its websites accessible to the widest possible audience, including people with disabilities, in accordance with Section 508 of the Rehabilitation Act (29 U.S.C. 794d). Therefore, it is important that these guidelines are followed in order to prepare conference proceedings in a timely manner.

Abstracts will be compiled into a set of conference proceedings and made publicly available through the conference website, in an Adobe Acrobat .pdf format.

This is extremely useful when you need to preserve the look of a document, whether because of graphics and design or because of official pagination and formatting. It is required for all PDFs posted on EPA.gov to be accessible in compliance with [Section 508 of the Rehabilitation Act](#). If you have any questions, please contact [Sally Dombrowski](mailto:dombrowski.sally@epa.gov) at dombrowski.sally@epa.gov.

508 Compliance

Checking for 508:

- WORD – Under “Review” in WORD, select “CHECK ACCESSIBILITY”.
- ADOBE PDF – Under Tools, select “ACCESIBILITY” and run the full report.

Parts of the Abstract

Your abstract should include the following and be limited to 250 words:

Abstract Title

Authors

Affiliation

Organization: (If not EPA, please provide organization):

Location: (State, Province or Country)

Body

Key Words

References (Optional)

Acknowledgements (Optional)

Disclaimer (Optional)

Tables (Optional)

Figures (Optional)

Title

Include a short and informative title. The title should be typed in Upper and lower case letters centered horizontally at the top of the page using **14pt Times New Roman bold type**. After the title, return twice, then center the full name(s) of the author(s), followed by the author(s) affiliation, mailing address and email address (optional). These should be typed in **12pt Times New Roman**. Type the names of up to four authors with the same affiliation on one line. The full mailing address should include the zip code and maximum of five lines. The email address should be all lower case and fit on a single line.

Abstract

The abstract should begin two lines below the author(s) name and address(es). It should state the purpose or objective of the presentation, and should summarize the principal information presented. It should be informative enough for the reader to determine whether they wish to attend the presentation. The abstract should not exceed 250 words.

References

References should be listed in the order cited within the text, using Arabic numeral superscripts. Use the following format:

Book with One Author:

Smith, J.E. *How to Train the Trainer*; Harcourt, Brace, Jovanich; Chicago, IL, 1999, p114.

Book with More Than One Author:

Smith, J.E.; Jones, R.B.; Hall S.J., *How to Train the Trainer*: Harcourt, Brace, Jovanich; Chicago, IL, 1999, p 114.

Book with Editor as Author

How to Train the Trainer, Smith, J.E., Ed.: U.S. Environmental Protection Agency, Durham, NC, 1999.

Chapter within a Book

Smith, J.E. "The New Trainer". *How to Train the Trainer*; Harcourt, Brace, Jovanich; Chicago, IL, 1999, pp 110-127.

Journal Article

Smith, J.E. "The New Trainer," *Trainers of Amer.* 1999, 52B, 926-933.

Proceedings or Transactions

Smith, J.E. "The New Trainer", In *Proceedings, Emission Inventories: A Global Issue*, Hall, R. B., Ed.; U. S. Environmental Protection Agency: Baltimore, MD, 2000; pp 755-757.

Presentation

Smith, J.E. "The New Trainer", Presented at the 11th Emission Inventory Conference of the U.S. Environmental Protection Agency, Baltimore, MD, June 2000; paper 12.34.5

Government or Laboratory Publication

Smith, J.E. *Training the Trainer*, U.S. Environmental Protection Agency, Research Triangle Park, NC, 2000; EPA-400/5-67-890, pp 67-65.

Report Prepared for a Client

Smith, J.E., "The New Trainer"; EPA Document 1234.56, Prepared for North Carolina State University by the U.S. Environmental Protection Agency, Research Triangle Park, NC 2000.

Patent

Smith, J.E. U.S. Patent, 2,345,678, 2000, U.S. Environmental Protection Agency.

Personal Communication

Smith, J.E. 2000. U. S. Environmental Protection Agency, NC, *personal communication*.

Figures/Tables

Figures and tables can either be incorporated into the text or placed at the end of the paper. When referring to a figure or table, the word "Figure" or "Table" should be spelled out, capitalized, and should be immediately followed by the figure number.

Example:

Figure 2 illustrates...

All figures and tables should be numbered consecutively in Arabic numerals as they are cited within the text. All figures and tables require captions. List the caption above the corresponding figure or table. Each caption should be in **Times New Roman 12 pt bold type**, flush left followed by a period and space. Capitalize only the first word of the caption and place a period at the end of the caption.

Example:

Figure 1. Results from testing completed in the western U.S.
Color or black and white graphics may be used

Indented Lists

Please use the following:

- Solid bullets, or

1) Numbers with right parenthesis

Footnotes

Do not use footnotes

Equations

All equations should be indented and on a separate line. Number equations consecutively as they appear. Type numbers flush right within parentheses on the same line as the equation. Two returns must follow the equation with the word "where" flush left. Indent at least five spaces and list the variable explanations so the equal signs align. Use of Microsoft Word or Corel WordPerfect equations editors is permitted.

Example:

Equations (1) $y = ab + c$

where

a = area

b = emissions

c = factor

Key Words

As papers will be available through the [Air Emissions Inventories](#), a list of keywords that categorize your paper are important. These keywords will be used in the search engine of this web site. Please attach your list on a separate page at the end of your paper.

Example Abstract

Title

John Doe

U. S. Environmental Protection Agency, MD D205-01, Durham, NC 27511

doe.john@epa.gov

Mary Smith, William Jones and Steve Rogers

Research Institute, 123 Park Drive, Research Triangle Park, NC 27711

smith.mary@ri.com

ABSTRACT

Abstract should be no longer than 250 words

Format

Length

No longer than 250 words.

Margins

Top and bottom margins 1/2"

Left and right margins 3/4"

Type Font and Size

Title 14pt Times New Roman, bold

Text 12pt Times New Roman

DO NOT USE HARD RETURNS EXCEPT AT THE END OF PARAGRAPHS.

Line Spacing/Indentation

Text Single Space

Paragraphs Single Space between paragraphs

Indentation Indent first line of each paragraph

Headings

First Level 12 pt bold, Times New Roman, left justified, all capitals
Second Level 12 pt bold, Times New Roman, left justified, initial capital letters

Third Level 12 pt bold, Times New Roman, left justified, underlined, initial capital letters

Submission

All abstracts, and presentations should be submitted via email - EIC2019@epa.gov. The conference call for papers will describe the procedure for the submission and the specific file type requested. Abstract submissions should be provided as an Adobe Acrobat .pdf document. Graphics should be embedded in the electronic document at a level of quality and detail comparable to that in the original format.

Presentations

A LCD projector will be provided. A laptop will also be provided on which presentations will be loaded. All presentations should be sent to EPA no later than two weeks prior to the conference. Do not use anything less than a 24 pt type in presentations. This will allow for a maximum viewing distance of 64 feet.

Poster Presentations

Poster presentations will use a poster board approximately 4' x 8' in size. Materials should be on regular bond paper so that they can easily be attached with tape or thumbtacks. **You must provide your own supplies.**

- Materials should be posted at the allotted time but no later than 30 minutes prior to presentation
- Your presentation must remain posted during the entire scheduled presentation time through lunch of the following day.
- Someone should be available for questions during the poster session
- You are responsible for taking down your presentation.

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- A summary may be provided, following the guidelines, to be included in the proceedings on the CHIEF website.