

## **FIRST CALL FOR PAPERS AND POSTERS**

If you would like to present a Formal or Informal Paper or Poster presentation, please use the following instructions;

Go to **imata.org/conference** and follow the on-site instructions for submission via the internet.

If you are unable to utilize the website, please send your abstract via email to:  
**FirstVP@IMATA.org** and **Proceedings@IMATA.org**.

All submissions should be submitted in one of these file formats: .doc, .docx, .rtf, .txt, or .pdf

### **INSTRUCTIONS FOR AUTHORS SUBMITTING ABSTRACTS**

- 1) The abstract should be informative and complete. The body of the abstract should contain four main points:
  - Objective
  - Methods
  - Results
  - Conclusion
- 2) The abstract should also include:
  - The paper's title
  - The author(s) - if more than one please mark presenter with an \*asterisk
  - The affiliation of each author
  - Text of the abstract, as an attachment or electronically pasted into the actual submission form.
- 3) The copy should be single-spaced and readable. The title should be in CAPS. The first name of all authors should be spelled out and middle initial (if any) inserted into the name of each author.
- 4) The text of FORMAL PAPER ABSTRACTS should have a maximum length of one page.
- 5) The text of a POSTER PRESENTATION and INFORMAL PAPER ABSTRACTS should have a maximum length of 150 words (including abstract, title and author listing).
- 6) All text should be point size 12 and in Times New Roman font.
- 7) Tables, graphs, and charts should be used only when necessary; they should be clear and simple and not exceed the width of a page. Each table, graph, and chart should be provided as a .tif or .jpg file and must be titled and referenced in the abstract.
- 8) Photographs should be used with discretion. An illustration is justified only if it clarifies or reduces the text. Digital photos only will be accepted. Photos should be black and white and submitted in a .tif or .jpeg format. They should exhibit strong contrast and sharpness. A caption is necessary for each photo.
- 9) Should you wish to present more than one abstract, please submit each abstract on a

separate submission form.

10) Please keep in mind that some abstracts may not be accepted for the conference and charts, graphs, tables, and photos may be edited due to space constraints.

11) Presentation times:

- FORMAL PAPER presentation time is limited to 15 minutes and a Q&A period will be provided after your presentation. Please note the moderator will NOT allow you to continue your presentation past the 15-minute time limit.
- INFORMAL PAPER presentation time is limited to 10 minutes. Please note the moderator will NOT allow you to continue your presentation past the 10-minute time limit.

12) First Time Presenters:

- The abstract form will contain a check box for FIRST TIME PRESENTERS. This box must be checked in order to be eligible for the **First Time Presenter Award**. If you are a co-author of a presentation, you must present at least 50% of the formal paper at the conference in order to qualify for this Award.

13) Poster presentations:

- The dimensions for a poster presentation are 1 meter by 1 meter (3.28 ft by 3.28 ft). The judges will consider only those posters that meet this size.

14) References should be listed alphabetically as References in the following format examples:

**Journal article:**

Brill, R. L., Sevenich, M. L., Sullivan, T. J., Sustman, J. D., & Witt, R. E. (1988). Behavioral evidence for hearing through the lower jaw by an echolocating dolphin (*Tursiops truncatus*). *Marine Mammal Science*, 4, 223-230.

**Book:**

Ellis, R. (1982). *Dolphins and porpoises*. New York: Alfred A. Knopf Publishing.

**Book Chapter:**

Keyes, M. C. (1968). The nutrition of pinnipeds. In R. J. Harrison, R. C. Hubbard, R. S. Peterson, C. E. Rice, & R. J. Schusterman (Eds.), *The behavior and physiology of pinnipeds* (pp. 359-395). New York: Appleton-Centure-Crofts.

**Conference Proceeding:**

Scarpuzzi, M. R., Lacinak, C. T., Turner, T. N., Tompkins, C. D., & Force, D. L. (1991). Decreasing the frequency of behavior through extinction: an application for the training of marine mammals. *Proceedings of the International Marine Animal Trainers Association*, 19, 113-120.

**Internet citation:**

A reference to an Internet source should provide a document title or description, a date (either the date of publication or update, or the date of retrieval), and an address (in Internet terms, a uniform resource locator (URL)). Whenever possible, identify the authors of a document as well. Do not insert a hyphen if you need to break a URL across lines; instead break the URL after a slash or before a period. Test the URLs in your reference regularly and just before you submit your paper. Update it if necessary. Do not italicize or underline.