## ABSTRACT SUBMISSION GUIDELINES

This document contains detailed instructions for submitting an abstract to the 16th International Boreal Forest Research Association (IBFRA) Conference.

Prepare your abstract in word processing software such as MS Word, WordPerfect, or a text editor such as MS Write. Do not use presentation software such as PowerPoint. Abstracts must be written in English, and should be no more than 350 words (not including title and authors). Data tables and images are not permitted in IBFRA abstracts.

The deadline for abstract submission is **March 29, 2013 (5:00 pm PDT)**. The results of the peer review are expected to be available before May 10, 2013. The submitting author will be notified of the review results by email. Subsequent correspondence will be with the presenting author(s). If you have not received a notice by May 15, please check the status of your abstract by logging back into the abstract site, and check your abstract details.

Using your web browser, go to http://www.ibfra.org/ and select the link to the Abstract Submission page, and the Submit Abstract link. Please note that you must use a use an up to date browser (Internet Explorer 7 or newer, FireFox 14 or newer, Safari 5, or 6). Chrome is not recommended, but will work unless you have pop ups disabled. The site uses cookies, so you must have cookies enabled.

### Log-In & Contact Information
Once at the site, log-in as a new user, unless you have already submitted an abstract to this Conference.

If logging in as a new user, you will need to make up a user name and password. Please limit these to a maximum of 15 letters or characters, and do not use the following characters: period (.), comma (,), !, @, <, >, or a space. Make a note of your user name and password, as you will need them to log back in if you wish to submit a new abstract, or edit an existing one. Press the "Save" button, and proceed to the next screen. Enter in your contact information as required. The Affiliation and address requested are for your mailing address. Additional affiliations may be added later in the process, when submitting your abstract. Press the save button when done.

### Main Menu
After logging in or creating a new user account, you will be at the main Menu. To submit a new abstract press the "New Abstract" button. If you have already submitted abstracts, you may view your abstracts by pressing the "My Abstracts" button, and may view a list of your co-authors by pressing the "List of Authors" button. Click on the New Abstract button to proceed.

### Authorization to Publish
At the next screen you are asked to give your permission for the Conference to publish your abstract should it be accepted. Please indicate if you are one of the authors of this abstract, and if you are presenting this abstract if accepted. If you are not presenting the abstract, you will be asked to identify the presenter at the next screen when you enter the author names. Press the submit button to proceed.

### Add Your Co-authors

At the next screen you identify your co-authors. If you indicated you were an author of this abstract you will have been added as the first author. If you indicated you are not an author, the list of authors will be blank. Click the "Add Author" button to add an author.

If you have already submitted an abstract, the authors from that abstract will appear in the pull down list. If one of those is an author of this abstract as well, simply choose them from the pull down list, check the information, and then press the "Save" button. If they do not appear on the list, then you will have to create a new author record, by completing the author details as required. To add an affiliation, press on the first affiliation field, and select "add new affiliation". A pop-up screen will appear where you will enter the affiliation details. Press save. And then return to the first affiliation field, and select the affiliation you have just made from the pull down list. If the author has more than one affiliation, repeat this for a second or third affiliation if required. You can add as many as three affiliations for any one author.

Please provide the email address for all authors is at all possible, if that author will not be presenting the abstract. It helps organizers with communication, and assists in identifying when compiling the author index. If you don't know an authors email address, enter "nil" in the email field.

When all required information has been entered, press Save to create the author record and return to the list of authors.
Repeat this process until all co-authors have been entered.

Please note:
- You should select the order in which the authors are to appear in the printed abstract by choosing a number in the "Order" field. The site does not make any rank assumptions about co-authors, and all are entered equally. If you do not select an appearance order, the authors will be listed in the order input.
- Please indicate which author is presenting the paper by checking the "Presenting" button. **Please ensure that you supply the presenting author's email address.**

Once all of the co-authors have been entered, check that the order and presentation details are correct, and then Press Continue to go to the next step, where you will enter the rest of the abstract.

### Presentation Format

Please indicate whether you prefer an Oral or a Poster Presentation. Not all requests for Oral presentation can be accommodated, so some authors requesting an oral may be offered a poster.

### Category and Subject

You will be asked to choose a Subject, which best matches your abstract.

The choices are:
- Climate change – potential impacts, mitigation and adaptation strategies in the boreal forest sector
- Natural and anthropogenic forest disturbances

- Carbon, water, nutrient and energy cycles

- Habitat and biodiversity conservation

- Management practices, their impacts and outcomes

- Monitoring, forecasting and modelling tools

- Boreal Management, socio-economic impacts, and communities

- Linking Policy and Science

Select your choice from the pull down menus.

### *Title of the Abstract*
Enter the title of your Abstract. Please use lower case letters for your title, except for the first word and abbreviations. DO NOT USE ALL CAPITALS. The maximum number of words allowed in a title is 25. Anything over that limit will be truncated. (Tip, you can copy and paste the Title from your wordprocessor file if you don't want to re-key it)

### *Input Body of your Abstract*
There are two ways to input the body of your abstract. You can key it into the box, just as you would with a text editor or word processor, or you can copy and paste it from the word processor file you have already prepared – this is the preferred method.

To copy and paste, open your word processor file, and select the body of your abstract with your mouse (**do not include the authors or title, as you have already entered these**). Copy the selected text, either by right mouse clicking and selecting "copy" (Mac users use Command C), or selecting "copy" under the edit menu of your software. After you have copied the text, return to your browser, place the cursor at the top of the input box, and select "paste" from either the edit menu of your browser, or on a right mouse click (for Mac users, Command P).

The body of your abstract should appear in the input box. At this point we suggest you preview your abstract (select the preview button at the bottom of page), and then print it and proofread the printout. Close the preview screen; correct any text problems you found. If you do not have tables, graphics, or some characters are not displaying correctly, you may save your abstract by selecting the "Save" button. This will send your abstract to the server and save it in the database. For most authors, this nearly completes the process. However, if you have used Greek or math symbols, exponents, bold face, italics, graphics, or a table, you need to take additional steps – see below.

### *Word Count*
Your abstract should not exceed 350 words, not counting title and authors. The system will scan your abstract at submission, and give you an error message if you have exceeded the allowed maximum. As the word count algorithm in MS Word is different than the one used on the web site, the actual limit is 360 words as counted by the submission system (it often gives a slightly higher count than Word).

After the abstract has been saved, you will be shown a review screen, showing the information you have entered, for one last check. If everything is correct, select the "Submit for Review" button at the bottom of the screen. You are now finished and may

close your browser. You can also choose to save it in draft mode. This will save it on the server but the abstract is not considered complete until it has been submitted.

**Please note that the abstract is not finished until you click on the Submit for Review button; before that it is merely saved, but not yet approved for peer review.**

If you want to change something, enter into edit mode, and select the appropriate button to edit the affected portion of your abstract, and update.

After your abstract has been submitted, you will receive a confirmation email from the server. If you do not receive the confirmation:

1. Please check your spam folder, to see if the email has been filtered out. If so, please add the email address to your approved list, so that future emails are not filtered out.
2. Log back in and check the email address, as the next most common problem is an incorrect email address. View your abstract: if you can see your abstract it has been submitted correctly. If you want another confirmation, edit the body of your abstract, and submit the change – the server will send you another confirmation.

If you wish to submit a second abstract, return to the Main Menu, and repeat the process.

You may come back to the site at any time prior to closing on March 29, and edit your abstract or submit a new one. To edit an abstract, log-in as an existing author, view your abstract listing, and double click on the title of the abstract you wish to edit. After closing you will still be able to view your abstract, but no further changes can be made to text of the abstract.

### *Symbols, and Other Issues*
    **1. Bold, Italic, Underline, Superscript and Subscript**

If you have used the copy and paste method, you will lose any bold, italic, underline, superscript or subscript formatting applied. You can re-apply these effects by using some simple HTML Codes. You do not have to apply bold to subheads such as  "Objectives" or "Methods". Apply these effects only where required in the body of your abstract, for example italicizing *species* names. You apply the effect by placing on/off codes around the desired text. For example:

| STYLE | TAG CODE |
|---|---|
| To bold something | <b>something </b> |
| To italicize *null result* | <em>null result </em> |
| To underline <u>positive</u> | <u>positive</u> |
| To superscript $^{2}$ | <sup>2</sup> |
| To subscript $_{2}$ | <sub>2</sub> |

The codes will not print. Look at the Preview screen to see the result.

TIP: You can copy and paste the tags from this instruction sheet instead of re-keying them. Ensure that you select all of the code, or your browser won't recognize it as a tag. Check the Preview screen to see that it displays properly.

### 2. Greek or Math Symbols

If your computer has a newer operating system (Vista, Windows 7 or 8, OS10) then you should be using Unicode typefaces, and all Greek, math and other symbols should copy and paste into your abstract without difficulty. (The site uses the UTF-8 standard). However if you have an older computer, or are using an older typeface, Greek or math symbols in your abstract may substitute with some other character when you paste the text into the input box. Check the preview to ensure that all Greek, math and other uncommon symbols are been captured correctly.

If you have a character substitution, you can use the provided special character link to apply Greek and math symbols. For example: If you have an old computer, or are using a non-Unicode font, and had a β (Beta) in your abstract, it will may been replaced with a "b" when you pasted the text in the input window. This happens because your browser can only work in a single typeface at a time, and if it is the old 255 character style typeface, the browser will convert the beta into the default character mapped to the b key in your system – which will be b. To reapply the β, click on the Special Character Table link. A pop-up window will appear. Click on the β, and then close the pop up. A code for beta "&#946;" will appear in the small window next to the Special Character Table Link. Copy this code, and, find the first instance where β should appear in your abstract. Highlight the b and then right mouse click and select paste. The b should have been replaced by the code "&#946;. Click on the preview button, and you will see that the β character appears in the correct place. When your abstract is published, it will print as β.
TIP: After you have copied the code for β, replace all instances of β in your abstract before correcting the next Greek/math symbol.

Users with Asian or Arabic operating systems should pay close attention to Greek and math symbols, as your typefaces may not be Unicode. Use a Unicode typeface if possible.

If you need a character which is not in the table, and you can't copy and paste in, email tech support with the details. They will insert the correct character for you.

Please email any questions to ibfra@scolars.com.