

# SOS/AAPT Guidelines and Rules for Preparing and Submitting an Abstract

(Courtesy Gordon Aubrecht)

(Adapted from the AAPT Announcer)

- A. Who may submit an abstract The privilege of contributing papers is restricted to SOS/AAPT members in good standing; nonmembers whose completed membership applications and payments for the first year's dues are submitted before the appropriate deadline; and nonmembers whose abstracts are submitted by members. These abstracts must include a footnote, which should include the statement: "Sponsored by (member's name)."
- B. Length Invited papers are normally given 30 minutes including discussion (unless additional time is approved by the Program Chairperson). Contributed papers are normally 10 minutes in duration, but 15 minutes may be requested and allotted at the discretion of the Program Chairperson. Poster papers are scheduled to be posted for an entire morning or afternoon session. All abstracts are limited to 150 words, and must be typed in double-spaced format. Abstracts **must** be received in a form suitable for duplication for the program. **We encourage the program chairperson to accept and the member to submit abstracts electronically (email) in preference to other forms of submission.**
- C. Original abstract must be received by the printed deadlines in paper or electronic form.
- D. Deadlines The Program Chairperson may refuse abstracts that do not arrive on or before the deadline date.
- E. Respect In accordance with the AAPT Constitution and policy, authors are requested to be sensitive to, and show respect for, the ethnic, cultural, religious, and gender diversity of AAPT members and guests. For example, language should not be used that suggests that physicists are exclusively male.
- F. Multiple Papers When two or more papers are to be presented by the same member(s), they will all be scheduled, if possible. However, the Program

Chairperson reserves the right to create a supplementary program to which all papers beyond the first by each author will be assigned. Alternately, these papers may be called at the close of the appropriate session if time allows.

- G. The Program Chairperson reserves the right to make minor alterations in the wording of abstracts if necessary for clarity, grammar, or good usage. Abstracts exceeding the 150-word limit will be abridged.
- H. Abstract Format Abstracts must be submitted on the Abstract Submission Form below, or on a photocopy of the submission form from the AAPT Announcer, or on a form made with your word processor and reproducing the identical elements, similarly placed. Do not print possible conflicts on a separate sheet.
- I. General Poster Session Any paper for meetings may be presented in the poster format rather than the usual speaking format. If you wish to present a poster paper (and there is a poster session scheduled), mark your abstract "For Poster Session."
- J. Audiovisual Equipment Only overhead projectors and 35-mm slide projectors will be provided upon request at no extra cost to the speaker. The cost of providing special audiovisual equipment, computers, projection devices, etc., cannot be borne by SOS/AAPT. Speakers may be asked to provide such equipment or to pay extra for its use if obtained from some other source. All requests must be made in writing in sufficient time for the meeting chair to make arrangements.
- K. Information for Presenters Prior to the meeting, all contributors will be provided with information about the scheduling of their talks.
- L. As soon as the program is set, authors will be notified of the time of their sessions. Equipment requests will be handled at this notification (see section J above).
- M. Authors are reminded that the International System of Units (SI) is the official unit measurement system of AAPT. We recommend that our members and those writing for our publications make every effort to use the SI system exclusively.