## GUIDELINES FOR SUMMARY SUBMISSION

### SUBMISSION DEADLINES AND INFORMATION

Your abstract was accepted in one of the following categories.  If you are unsure, please refer to the acceptance email you received in Mid-December.

- Accepted **Paper** for presentation in a refereed **Paper Session**
    a. Summary Due in March
    b. 6-Page Paper due in April
    c. 30 minute Paper Presentation session during BCERC in June
- Accepted as an **Interactive Paper**, *with an opportunity that the paper may be accepted for presentation in a refereed Paper Session*
    a. Summary Due in March
    b. 6-Page Paper due if notified of a change in your acceptance
    c. 15 minute Interactive Paper Presentation session during BCERC in June, unless notified of acceptance as a Paper Session.
- Accepted as an **Interactive Paper**
    a. Summary due in March
    b. 15 minute Interactive Paper Presentation session during BCERC in June

### SUMMARY SUBMISSION INFORMATION

- Within the summary submission task, the summary will need to be entered into the following category blocks:
    o Principal Topic
    o Method
    o Results and Implications
- The Summary cannot exceed 400 words; there is a word count in the gray bar on the bottom of the page.
- All Summaries should begin with a Principal Topic of approximately 100 words and should follow with the Method, and Results and Implications sections.  Emphasis of the writing should be on the Results and Implications section.
- Do not include any tables, graphs, references, charts etc., in the summary.
- Summary can have no more than five (5) authors.
- Up to two (2) abstract submissions are allowed per author. If your name appears on more than two (2) accepted abstracts, we will ask you to withdraw from the additional abstracts.
- NOTE: If your paper is not published in our conference proceedings, your summary is the only source of reference for future researchers.

### ADDITIONAL INFORMATION:

- The responsibility for all editing, proofreading and spell checking rests with the author(s).
- The policy of BCERC is that no individual will be listed as an author on more than two (2) accepted summaries or papers.
- All authors will be listed at the top of the paper and the Lead Authors contact information will be listed at the bottom.  Please make sure that information is accurate and up-to-date in the author information section.
- Use "double quotes," NOT 'single quotes.'
- Put punctuation (commas and periods), "INSIDE quotes," not outside quotes.
- Grammatical formatting for et al., i.e., and e.g., - Comma should be included and all should be within parenthesis.  For example: (i.e., ____) or (e.g., ____), (Doe et al., 2019).

Updated: 1/18/24