

## **Abstract Title Should Be Centered And in Bold 16 Point Arial Font**

*Distinguished A. Author<sup>1</sup>, Second A. Author<sup>2</sup>*  
(Authors are listed in centered byline with 12 point Italic Arial)

Abstracts must be submitted in electronic format using Microsoft Word. The abstract is not to exceed a single page in length. The margins must be one-inch (top, bottom, left and right sides). The font to be used for the body of the text should be regular style 12 point Arial. The body of the text should be single spaces and left justified and no indentation of the first line of any of the paragraphs. There should be a single line (hard return) between the title and the authors listed in the byline. There should also be a single line (hard return) between the byline and the first line of text of the body of the abstract. All paragraphs in the body of the abstract should also be separated by a single line (hard return).

The document header should indicate that the abstract is for an oral presentation. Footers are not to be used. The contact information for the authors should be included as footnotes below the body of the text. The numbering for each footnote should be superscript before the first word of each contact listing. The footnotes should be left justified and the font should be Italic style 10 point Arial. The footnote should list the organization, street or mailing address, city, state, zip code, telephone number, fax number, and email address. Commas should separate the mailing address items and semicolons should separate zip code, telephone, fax and email address. There should be two lines (hard returns) between the last paragraph of the text and the first footnote. The footnotes should be single spaced. Examples are contained in the footnote.

<sup>1</sup>California Department of Water Resources, Division of Local Planning and Assistance, Central District, 3251 S Street, Sacramento, CA 95816-7017;  
Telephone (916) 555-1212; Fax (916) 555-2222; Email DAuthor@water.ca.gov

<sup>2</sup>California Department of Water Resources, Division of Local Planning and Assistance, 901 P Street, Sacramento, CA 95814-3515;  
Telephone (916) 555-1234; Fax (916) 555-4321; Email SAutor@water.ca.gov