

Guidelines for Submitting an Abstract

Materials Research Society's 2003 Fall Meeting • December 1-5, 2003 • Boston, MA
IN FAIRNESS TO ALL POTENTIAL AUTHORS, LATE ABSTRACTS WILL NOT BE ACCEPTED

WEB SITE SUBMITTAL — DEADLINE: JUNE 19, 2003

Note: Web-site submissions will be accepted beginning May 19 at www.mrs.org/meetings/fall2003/

More than 99% of authors now submit their abstracts by using the MRS Web site—evidence of the procedure's ease and convenience. Web submittal provides an **extended deadline** of June 19 and **immediate confirmation** (in the form of a document identification number) that your abstract has been received at MRS Headquarters. Follow the easy step-by-step instructions on the template making sure that complete mailing address information is included for the presenting and contact authors. After submitting your abstract, please use your document identification number in all communications with MRS regarding the abstract UNTIL a paper number (e.g., A3.8) is later assigned.

FAX/MAIL SUBMITTAL — DEADLINE: JUNE 5, 2003

IF YOU DO NOT HAVE ACCESS TO THE INTERNET, the Society will accept papers submitted by fax or mail using the following guidelines:

PREPARING YOUR ABSTRACT

- A** Include the phrase **2003 MRS Fall Meeting** and the letter and title of the symposium to which you are submitting. **Your abstract cannot be processed without this information.**
- B** If your submittal is an **invited paper**, please include the phrase "I was invited by (insert name of symposium organizer)."
- C** Type **paper title** in CAPITAL LETTERS followed by the authors and their affiliations (include department, city, state and/or country ONLY). Underline the Presenting Author's name.
- D** **Abstract body** should not exceed 300 words
- E** After the abstract body, please type complete information for the **presenting and contact author(s) ONLY**: first name, middle initial, last name, organization, dept/mail stop, street/p.o. box, postal code (for non-U.S.), city, state/province, zip code, country, telephone and fax (include country/city codes for non-U.S.), and **e-mail address**.
Note: There cannot be more than one presenting and one contact author per abstract, although the same person may serve as both.
- F** Indicate if you would prefer to present your paper as a **poster presentation** rather than an oral presentation.
- G** Indicate if you would like to receive:
 - information on a 2003 Fall Meeting **Graduate Student Award Application**
 - information on a 2003 Fall Meeting **application to serve as a Symposium Assistant** (available to graduate students)
 - a **letter of invitation** to the 2003 Fall Meeting (for visa approval purposes)
- H** If an **associate author** needs any items from **G** above, please specify the author's: full name and address; phone, fax and e-mail, and the item(s) being requested.

SUBMITTING YOUR ABSTRACT

Fax: Fax your completed abstract to: **724-779-3030** This number is ONLY for abstract submittals.

Mail: Send one abstract per paper title to: MRS Headquarters
Attention: Abstract Enclosed
506 Keystone Drive, Warrendale, PA 15086-7573

DO NOT SEND DUPLICATE COPIES. You will receive an e-mail message by late June acknowledging receipt of your abstract.

REVISIONS

Because major revisions may affect a symposium organizer's decision to accept your abstract, please review it carefully before submission. In the unusual circumstance of having to revise your original abstract, the change must be submitted to: MRS Headquarters
Attention: REVISED Abstract Enclosed

Please mark revisions CLEARLY, state where they are located (e.g., title, byline, body, etc.), and specify the exact new text. Also include your MRS document ID number (if you have already received it).