

**INSTRUCTIONS FOR ABSTRACT SUBMISSION FOR THE  
4<sup>th</sup> International Conference on the  
History of Occupational and Environmental Health  
San Francisco, California**

**Submissions will be accepted beginning on SEPTEMBER 8, 2009  
Deadline: NOVEMBER 2, 2009**

**ABSTRACT PREPARATION**

- Abstracts should reflect original and new scientific work.
- Abstracts must be limited to 500 words (exclusive of authors and title). Subheadings in the abstract body such as “background,” “materials and methods,” “results,” and “conclusions” may be used, but are not required. Disclose any relevant funding support.
- Abstracts should be in English.
- Abstracts must be formatted as a Microsoft Word document and be:
  - single-spaced
  - font: Arial size 11
  - margins: exactly 1 inch on all sides

**ABSTRACT TITLE**

- Begin title flush with margin at the top left hand corner of the box.
- No abbreviations may be used in the title.
- Use capital letters in the title only for words that are routinely capitalized (i.e., first word in sentence or a proper name).

**AUTHORS & INSTITUTIONS**

- Group the authors together - last name followed by first initial and middle initial. Omit academic degrees and titles. End list of authors with a period.
- The author who will present the abstract should be indicated with an asterisk\*.
- Group institutions together and provide institution names, cities, states/provinces. Show countries last. End list of institutions with a period.

**SUBMISSION PROCESS**

Please e-mail your abstract submission to: Paul D. Blanc, MD, MSPH  
[Paul.Blanc@ucsf.edu](mailto:Paul.Blanc@ucsf.edu)

**CONFIRMATION OF RECEIPT**

- Complete the abstract submission cover form with author contact information and submit with the abstract. Absence of this form may interfere with abstract notification.
- You will receive a confirmation email that your abstract has been received. If you do not receive an email confirmation within 72 hours, please contact Sean Kirklen at [kirkLens@ocme.ucsf.edu](mailto:kirkLens@ocme.ucsf.edu) or 415-476-8475

**ABSTRACT ACCEPTANCE**

- Decision notification will be emailed to the presenting author prior to January 1, 2010. If you have not heard of your acceptance by this date, please contact Sean Kirklen at [kirkLens@ocme.ucsf.edu](mailto:kirkLens@ocme.ucsf.edu) or 415-476-8475
- Authors whose abstracts have been accepted will be given details of the timing for their presentation and the slide presentation format specifications in a letter of acceptance.

**\*Please note that submitting an abstract does not constitute registration for the conference\***

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# ABSTRACT SUBMISSION FORM

(To Be Submitted Along with Abstract on a Separate Page)

**TITLE OF ABSTRACT:**

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**PRESENTING AUTHOR'S FULL NAME:**

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**ACADEMIC TITLE:**

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**INSTITUTION:**

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**CONTACT EMAIL:**

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**CONTACT ADDRESS:**

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**TELEPHONE (including country code):**

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