



Convention on  
Biological Diversity



**GUIDELINES FOR EXTENDED ABSTRACTS OF POSTER PRESENTATIONS FOR SBSTTA-14**  
**10–21 May 2010, UNEP Headquarters, Nairobi, Kenya**

**“Biodiversity and Climate Change: Achieving the 2020 Targets”**

**General guidelines**

- ❑ Length should not exceed **2 pages of text**, including references, and 1 page of table(s) and/or figures(s).
- ❑ The topic should directly reflect the poster session theme: **“Biodiversity and Climate Change: Achieving the 2020 Targets”**.
- ❑ Text should be divided into sections with headings.
- ❑ **Times New Roman in 11-point type size** is the preferred typeface.
- ❑ Pages must be **single-spaced**.
- ❑ Acronyms must be spelled out in their first usage.
- ❑ Extended abstracts should be spell-checked and sent by e-mail, preferably as an attachment in MS-Word. Please specify in the body of the e-mail message the word processing software used in the attachment.
- ❑ Abstracts must be received by **31 March 2010**
- ❑ Sample abstracts from the 2008 publication can be found on the Secretariat website:  
<http://www.cbd.int/doc/publications/cbd-ts-34-en.pdf>
- ❑ Please note that abstracts should be carefully edited (language, grammar, punctuation and style) prior to submission, as the Secretariat will not be editing them prior to publication.

**Title and affiliations**

- ❑ The title should be written on the first line of the first page, left-justified in upper-case bold capital letters, 11-point type size.
- ❑ Authors' names should be left-justified two lines below the full title in upper- and lower-case bold letters.
- ❑ Affiliation and short mailing address, including e-mail address, must follow on the next line, centered in upper- and lower-case letters (not bold). The corresponding author (to whom correspondence should be sent) should be **indicated with an asterisk**.
- ❑ **Up to five (5) keywords must** be given, i.e. words describing the focus and contribution of the paper. These will be used to index your paper, and they should appear two lines below the title and affiliation, in italics.

**Headings**

- ❑ Headings are **not numbered**.
- ❑ All major headings are capitalized and left-justified in bold in 11-point font. Leave 2 line spaces above a major heading, and one line space below a heading before the start of the next paragraph or second-level (sub) heading.



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- ❑ Sub-headings (second-level) are left-justified, bold in 11-point font. Leave one line space before and one line space after the sub-heading.
- ❑ Sub-subheadings (third-level) are left-justified, in italics, and in 11-point font. Leave one line space before a sub-subheading, but no line space between this heading and the following paragraph.

### References

- ❑ Bibliographic references can be given at the end of the text under the major heading “REFERENCES”. References should be identified in the text by the corresponding name and year in parentheses. Do not number references; they must be alphabetized by the first letter of the first author’s last name and un-numbered.
- ❑ There should be no extra lines between references.
- ❑ Book titles and names of journals should be printed in italics, not underlined. The format for the reference section should be as follows:

Author, A. (1991). *Title of Book*. XYZ Press, Place of Publication.

Author, B. and Author A. (1995). “Title of Paper,” *Journal* 3(1):1-20.

Author, C., Author, A. and Author, B. (1996). “Title of Paper,” in *Title of Book*, edited by E. Editor, XYZ Press, Place of Publication.

For multiple publications in the same year by the same author:

Author, B. and Author A. (1995a). “Title of Paper A,” *Journal* 3(1):1-20.

Author, B. and Author A. (1995b). “Title of Paper B,” *Journal* 16(4):25-50.

### Illustrations

- ❑ Graphics or illustrations should be provided electronically in a file **separate from the abstract**, in file types such as EPS, AI, PDF, TIF, or JPEG with all images having a resolution of at least 200 dpi (dots per inch), otherwise the Secretariat cannot guarantee their clarity in the published document.
- ❑ Please do not send graphics in the following formats: GIF, BMP, DOC, PPT, XLS
- ❑ Figures should be labeled as “Figure 1. Description of diagram.” and referenced in the text as “Figure 1”. Figure captions should be typed directly below the figure, in bold 11-point font, and left-justified.
- ❑ Table captions should be typed below the table. Tables should be referred in the text as “Table 2. Description of Table.” Table titles should be in bold 11-point font, and left-justified.

### Abstracts in other languages

- ❑ Authors may submit with their extended abstracts in any UN language. Note that they will be published in the language in which they are received.

Abstracts and queries should be directed, by **31 March 2010**, to:

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