

# 1997 Annual Meeting Update

## Notes for Philadelphia

Please note that the site of the 1997 annual meeting, the Adam's Mark Hotel, is not in downtown Philadelphia, but is located 7 miles from Center City and 12 miles from Philadelphia International Airport via the Schuylkill Expressway (I-76). Super Shuttle provides transportation to and from the airport. A city bus is the most convenient mode of transportation to Center City and the historic district. Restless souls may wish to have cars at their disposal; there is complimentary parking at the hotel.

Exciting new workshops on meta-analysis and writing the scientific paper will add to an already distinguished list of preconference offerings. A diverse program, including educational sessions designed to strengthen and challenge editing, analytical, and managerial skills, is now being finalized. Optional tours of museums, art galleries, and historic homes and gardens will round out a not-to-be-missed annual meeting. Please join us in Philadelphia for CBE's 40th anniversary celebration.

## Windows to Tour Annals

The American College of Physicians (ACP) (publisher of the *Annals of Internal Medicine*) will offer annual meeting participants a tour of their facilities as part of CBE's Windows series. The tour is limited to 25 people (first come, first served; sign up as part of annual meeting registration) and will include lunch, an archive slide show, and demonstrations in ACP's Interactive Publishing and Graphics Departments. A bus will take participants from the hotel to ACP at 12:50 PM on Tuesday, 6 May, and will return by 4:30 PM.

## Papers Session: Submission Guidelines

The Council of Biology Editors invites submission of abstracts addressing issues of interest to the CBE membership for presentation during a special forum at the 1997 Annual Meeting. Potential topics include peer review, authorship, journal management, indexing and retrieval, electronic publishing, and ethics. Reports of original research will receive preferential consideration; abstracts previously published or presented at other meetings may also be submitted.

### Instructions for submission

- Type the title and the text of an abstract on a single sheet of plain 8.5-inch x 11-inch paper. The title must be limited to 100 characters, and the abstract must be no longer than 250 words.
- Ensure that this page does not contain any information that would disclose the identity of the authors to a reviewer.
- On a cover sheet, list the title, authors, affiliation, mailing address, phone and fax numbers, and e-mail address.
- Send the cover page and 3 copies of the abstract to CBE Headquarters, Attn: Annual Meeting Abstracts, 60 Revere Drive, Suite 500, Northbrook IL 60062.
- Abstracts must be received by Monday, 10 March 1997. Authors will be notified about acceptance by 20 March 1997.

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Strong knowledge of FDA regulations is essential. Other key requirements include: skill at copy editing, styling, reference checking, and proofreading manuscripts; the ability to work productively under pressure and meet deadlines on several diverse projects at once; experience using computers in a variety of applications (word processing and desktop publishing skills are essential), and graphic software experience. Excellent managerial, interpersonal and verbal and written communication skills are also essential.

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