

ABSTRACT GUIDANCE FOR AUTHORS

Guidance on Preparation and Submission of Abstracts

Content

An abstract must clearly and concisely outline the material being proposed for presentation. It should allow the reviewer to quickly comprehend the scope of the work and determine its relevance to an appropriate conference theme. Preference will be given to those abstracts that provide a concise and thorough summary of the project objectives and results.

The abstract should identify the subject area of the paper and the author's perspective on this topic. It should define if it is a case study or a report of new research and whether it contains information about unusual methods or new techniques. It should confirm what the conclusions of the paper will be, highlighting their importance.

*** Case studies are encouraged**

*** Highlight any key words, phrases, facts and conclusions that matter**

*** Use short, active sentences**

The abstract should provide an overview of the paper and a 'roadmap' of how the content will be tackled. It should enable readers to focus their attention on the main aspects and thrust of the argument, assembling information, facts or evidence in a logical and rational manner. The abstract must be informative, containing both conclusions and recommendations. Any submitted with a strong commercial slant will not be accepted.

Format

The names of the authors and their affiliations must be presented as succinctly as possible. If several authors are from the same organisation, group those together so that the organisation name is typed just once. After each author (or group of authors), list their affiliations, employer and country. Do not include division, department, etc.

Abstracts should be text only, and not include any graphs, diagrams, figures or photographs.

Paragraphs should be separated by one line and they should not be indented. Font size 12 should be used with single line spacing. Footnotes should not be used in the abstract.

Any equations should be typed into the body of the text, or incorporated as an equation editor or graphic object. All equations should be numbered.