

IPEM Annual Scientific Conference

Guidelines for preparation and submission of abstracts

Abstracts should be prepared in Microsoft Word (version 2000 or later), if this is not possible then please save your file in RTF format (Rich Text Format). This should then be submitted on the web site. The abstract should be constructed using the guidelines and naming convention outlined below. A common format is necessary to produce a coherent book of the conference proceedings that will have an ISBN number. Please use the template available to download on the website.

Paper Layout

- Use one side of A4 paper with margins 25 mm top and bottom and 18 mm on the left and right sides and single spacing.
- Use columns of equal width, fully justified and separated by a space of 5 mm.
- Use Arial font throughout: 12 point bold for the Title, 12 point for names and affiliations and 10 point for the text.
- Use sentence case for the title (NOT all capitals)
- Underline the presenting author who should be listed first

Please use the template available on the website.

Paper Size

The maximum size is one page of A4 (in two columns) to include any figures or tables based on the above layout instructions.

Example abstract (please also see template):

Title Arial font 12 pt bold

Author A¹, Author B²

¹Address of 1st author

²Address of 2nd author

Background and purpose

Methods

Results

Conclusions

References

[1] Harbutt W, Harrington J and Oliver W. Modelling solid and water flow in compartment theory. Journal of fluid dynamics, 2000: 50: 1560-1612.

Style:

In general abstracts should be composed in sections as outlined in the above example, but section headings may differ according to the subject of the paper.

References:

Number references in the order they are cited in the text and use square brackets around them [1]. List all references in the order that they appear in the text in a separate section at the end using the Vancouver format (as example above).

Figures and tables:

Figures must be in black and white with a caption in 10 point characters. For tabulated data please use a table. Figures and tables must be constrained to the column width-they may not span both columns.

File naming:

Please adopt a file naming convention based on the surname and Initials of the presenting author. This will allow easy cross referencing between your web form details and your word document.

Example: (for presenting author J Austen)

File name: austen-j.doc

More than one submission:

If you submit more than one abstract you would have to go through the same submission process for each. You cannot attach more than one file to each submission. Please name the abstracts you submit as follows:

Example: austen-j1.doc (1st submission)

austen-j 2.doc (2nd submission) e.t.c.

Presentation guidelines

Poster presentations

These will have to be in portrait format with maximum dimensions of A0 (84cm wide, 118cm high)

Oral presentations:

These will generally be 10 minutes plus 3 minutes discussion time. Presentation facilities available are data projection only. Please check anything else with the secretariat.

Submission of data projection files

PowerPoint is the preferred method of data projection. All presenters have to email the **final version** of their presentations in advance to the Secretariat by the advertised deadline. The email address will be confirmed in the official acceptance letter from the secretariat.