Guidelines for abstract preparation

The following guidelines should be used to prepare abstracts, an example abstract in MS Word format is available to download as a reference.

In order to keep delegate costs to a minimum, it is *essential* that the following guidelines are used to avoid excessive reformatting of abstracts. Submitted abstracts which do not follow the guidelines below will be returned to the author for retyping if extensive reformatting is required, please note that this may delay acceptance of your abstract.

Typesetting of abstracts

1. Abstracts should be typed **in Microsoft Word, version 2000 or higher**.

2. In the page set up menu select **A4 paper size** and reset top, bottom, left and right **margins to 2.54 cm**. The document should be **justified throughout**.

3. Abstracts are limited to **one page of A4** and should be typed in *single spacing:* **Arial** font should be used throughout, except for special characters which should be formatted in **Symbol** font. Avoid the use of non standard characters and other fonts as these may not reproduce as required in the printed abstract.

4. Typing your abstract:

   a. Type the title, which should be formatted in 14pt Arial bold

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   b. After the title leave one blank line

   c. Type the author names (as initials and family name) in 12pt Arial bold, use sequential superscript numbers to refer to the corresponding address and highlight the presenting author with an asterisk:

      A. B. First[1*], C. D. Second[2] and E. F. Last[3]

   d. After the list of authors, leave one blank line

   e. Type the author addresses in normal 12pt Arial with corresponding numbers in superscript, use a new line for each address:

      [1] Department of Author, First University, Street name, City. Country.
      [2] Company of Author, Street name, City. Country.
      [3] Department of Author, Last University, Street name, City. Country.

   f. After the list of addresses, leave two blank lines

   g. Type the main body of the abstract in normal 12pt Arial.

5. To insert a figure into your abstract, use the "Insert picture from file", command. Graphics should be black and white or grayscale with clearly legible text and symbols, colour figures will not be accepted. Graphic files of figures *must* be submitted, in TIFF format with a resolution of at least 600 dpi, together with the abstract text.

6. Submit your completed abstract as an email attachment together with any graphic files to s.riaz@ucl.ac.uk You will be contacted by email to confirm receipt of your abstract.