Layout instructions for the extended abstract

To ensure uniformity in style and layout throughout the proceedings, please follow the instructions carefully (please use the template file)

New document in Word
Paper size: A4
Margins:
Top 2 cm
Bottom 2 cm
Left 2 cm
Right 2 cm
Gutter 0 cm
Header 1 cm
Footer 1 cm
Spelling English (United Kingdom)
Line spacing Single

Title: Arial, 16 points, bold, center aligned, spacing after: 12 pts – maximum 150 characters
(write as a regular sentence so use capitals only where necessary)

Author(s): Arial, 12 points, center aligned, spacing after: 12 pts
Underline presenting author, use numbers in superscript to designate authors’ affiliations, use authors’ complete names

Affiliation(s) contact info: Arial, 10 points, center aligned
E-mail contact: Arial, 10 points, center aligned
write only the e-mail of the author to whom correspondence may be addressed, write e-mail address as hyperlink

Line under these coordinates: format border, line bottom paragraph, 10pts under text

Subtitle 1: Arial, 12 points, bold, left aligned, spacing before: 18 pts, spacing after: 6 pts
Subtitle 2: Arial, 11 points, bold, left aligned, spacing before: 12 pts, spacing after: 6 pts
Subtitle 3: Arial, 10 points, bold, underlined, left aligned, spacing before: 9 pts, spacing after: 6 pts

Text: Arial, 10 points, single line spacing, justified, spacing before: 0 pts, spacing after: 6 pts
Write in simple declarative sentences. SETAC Europe does not have a technical editorial staff to rewrite manuscripts; therefore, contributions must conform to the accepted standards of English style and usage upon submission.

Stressing words in text: Arial, 10 points, italics (not bold)
Figure / Table: Center aligned, text wrapping: in line with text
Figure/table caption: Arial, 8 points, bold italics, centered – always numbered/with ref. in text, spacing before: 0 pts, spacing after: 6 pts
References: Arial, 10 points, single line spacing, justified
Examples of Appropriate Reference Formats:


Proceedings. Author AB, Author CD. 1998. Title of article or presentation. In: Proceedings Name of Meeting; Date (year day–day month); City, ST. City (ST), Country: Publisher. p 00-00.


Extended abstracts should be maximum 2 pages (including tables, figures and references)! Do not include page numbering!

Please contact Europe-meeting@setac.org if you have any questions.