##### Style Guide

Dear Authors.

Please adhere to the following guidelines when preparing your abstract as it will form part of a collated document of all abstracts which are required to be in the same format before publication. Only abstracts that follow the style requirements will be accepted.

To make the process easier for submittals two document templates have been attached on pages 4 and 5 (refer to section 2.3 to determine which template to use) with the necessary styles included. These styles are also highlighted below for your reference. If you do use one of the Microsoft Office Word templates below please submit your completed abstract in Word format following the necessary submittal process. If for some reason you do not have access to Microsoft Office Word then please use the styles outlined below to create the document and submit the abstract as a pdf file.

###### Page Setup

You should prepare your abstracts on A4 pages. (210 x 297 mm). Margins should be set to 2 cm (left/right/top/bottom). All abstracts must be typed in a one-column format. An abstract (including title, authors and associated details must not exceed one page in length.

###### Font

The default font to be used is Verdana as follows:

* 1. Abstract Number

Verdana 11pt. Paragraph spacing Before 0pt/After 24pt. Line Spacing – Single. Left Justified. (Style Name ‘A – Number’ in templates)

[Abstract Number Example]

At the top of each page an abstract number will appear in square brackets. Shown as [Template #. Do Not Delete This Text Field] in the templates below. This number will be allocated by the Symposium organising committee once your abstract is received, so please leave this in the template as it is, including spacing. If you are not using the Microsoft Word template attached please insert the text “[Abstract Number]” at the top of your manuscript for layout purposes using the stated font style above.

* 1. Abstract Title

Verdana 14pt. ALL CAPS. Paragraph Spacing Before 0pt/After 18pt. Line Spacing – Single. Font Colour (R:0 G:84 B:159). Left Justified. (Style Name ‘Abstract Title’ in templates)

## TITLE Example

The Abstract Title must not exceed three lines. Please take into account that short attention-catching titles are the most effective, though it is also important to ensure that the title describes the subject you are writing about. As a rule of thumb title should be no more than 12 words.

* 1. Author Names/Affiliations

Author Names: Verdana 10pt. Small Caps. Bold, Italic. Paragraph Spacing Before 6pt/After 3pt. Line Spacing – Single. Font Colour (R:0 G:84 B:159). Left Justified. (Style Name ‘Team Name’ in templates)

### Author Name Example

Author Affiliation: Verdana 10pt. Italic Paragraph Spacing Before 0pt/After 0pt. Line Spacing – Single. Font Colour (R:0 G:84 B:159). Left Justified. (Style Name ‘Org’ in templates)

#### Affiliation Example

The combined names and affiliation details for all authors listed should be a maximum of 15 lines (*Please take note that by using the maximum amount of space allotted you may have to reduce the length of the abstract itself*). Following the listed author names the correct order of information listed should be Affiliation and Address, Tel:, Fax:, Email: There are two different formats which can be used depending on importance placed on the list of authors or associated affiliations and also the number of affiliations listed:

* + 1. Three or less affiliations/organisations

For three or less affiliations the following format can be used:

### Name 1, Name 2, Name 3 …

#### Affiliation 1 Line 1. Affiliation 1 Line 2.

#### Tel: Fax:

#### Email: (\*)

### Name 1, Name 2, Name 3 …

#### Affiliation 2 Line 1. Affiliation 2 Line 2.

#### Tel: Fax:

#### Email:

### Name 1, Name 2, Name 3 …

#### Affiliation 3 Line 1. Affiliation 3 Line 2.

#### Tel: Fax:

#### Email:

This is the format used in the first template on page 4. Author names appear on a separate line(s) before the associated affiliation. Affiliation details are a necessity though contact details are not and all affiliation details appearing after an author’s name/list of names can be placed on less than the 4 lines shown above. If you wish to have a preferential order of authors regardless of affiliation then please follow point 2.3.2. and the template on page 5.

* + 1. Otherwise

If you have a preferential order in which authors will be placed regardless of affiliation, or if there are more than three separate institutions/organisations to list then please follow the following format (example on next page) for which the template is on page 5. Author names will appear in a list followed by a number in superscript associated with an affiliation. Hereafter, on separate lines, the associated affiliations will be listed by number 1, 2, 3, … etc with each number appearing before the affiliation in round brackets as a bullet point with affiliation details indented by 1 cm. Again affiliation details are a necessity though contact details are not and all combined author names and affiliation details must be 15 lines or less.

### Name 11, Name 21, Name 32 Name 43, Name 51, Name 64 Name 75, Name 86, Name 93 …

#### Affiliation 1 Name/Location,

#### Affiliation 1 Location,Tel:, Fax: E-mail:

#### Affiliation 2 Name/Location,Tel:, Fax: E-mail:

#### Affiliation 3 Name/Location,Tel:, Fax: E-mail:

#### Affiliation 4 Name/Location,Tel:, Fax: E-mail:

#### Affiliation 5 Name/Location,Tel:, Fax: E-mail:

#### Affiliation 6 Name/Location,Tel:, Fax: E-mail: (\*)

#### (\*NB: Please write Tel: Fax: and Email: in this format starting with an uppercase letter and ending with a colon)

* 1. Abstract Body Text

Verdana 9pt. Paragraph Spacing Before 0pt/After 8pt. Line Spacing – Multiple 1.15. Left and Right Justified. (Style Name ‘Abstract Body Text’ in templates)

Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example, Abstract Body Text Example.

The abstract body text must not exceed 400 words though can be written across more than one paragraph. Three blank line spaces must be left between the Author Names/Affiliations and the abstract body text. Please do not use diagrams or references. The abstract should capture the interest of the potential reader making clear statements of the topic you will cover, how your research is being/was undertaken, with a concise summary of the findings.

[Template 1. Do Not Delete This Text Field]

## ABSTRACT TITLE

### Name 1, Name 2, Name 3

#### Institution Line 1 Institution Line 2

#### Tel: Fax:

#### Email:

### Name 1, Name 2, Name 3 …

#### Institution Line 1. Institution Line 2.

#### Tel: Fax:

#### Email:

### Name 1, Name 2, Name 3 …

#### Institution Line 1. Institution Line 2.

#### Tel: Fax:

#### Email:

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Paragraph 3

[Template 2. Do Not Delete This Text Field]

## title

### Name 11, Name 22, Name 31, Name 41, Name 53, Name 62, Name 74, Name 85, Name 96, Name 101, ….

#### Institution 1

#### Institution 2

#### Institution 3

#### Institution 4

#### Institution 5

#### Institution 6 …

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Paragraph 3