

GUIDELINES ON HOW TO FORMAT A CONTRIBUTION FOR THE EuPA 2009 CONFERENCE PROCEEDINGS

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Abstract

In order to get a homogeneous look for all the abstracts to be collected and printed in the abstract book of EuPA 2009 to be held in Stockholm, Sweden from June 14 to June 17, 2009, a set of guidelines for preparing these extended abstracts are given. Authors are, in fact, strongly encouraged to take this example as a template, adopt the layout and merely exchange the contents of the text blocks with more appropriate scientific results and findings.

Keywords: extended abstracts, guidelines, formatting, EuPA

1. Introduction

Due to the number of contributions, all extended abstracts are limited to no more than **3 (three)** pages. All formatting guidelines were chosen to maximize the amount of information that can be included on this available space, while still maintaining an aesthetically pleasing layout. Authors should adhere to these guidelines wherever possible and only modify suggested formats if this helps in accommodating a certain figure, table etc. It could, for example, be of advantage to collect all figures on the final page (as demonstrated in this template). A ratio of 2:1 between written text and figures/tables is recommended! It is of course equally acceptable to include the figures in the running text. The finalised manuscript should be submitted as a **PDF-file (.pdf)** via the EuPA webpage (www.eupa2009.org).

2. Theory

The paper size is A4 (21 cm wide by 29.7 cm tall) with the following margins: upper 5.7 cm, lower 6.5 cm, left 4.13 cm, right 4.13 cm. **These margin settings must not be altered under any circumstances!**

The only fonts that should be used are: Times New Roman and Symbol. Please pay in particular attention to avoiding other fonts with non-Latin characters (e.g., Cyrillic, Japanese, Arabic, Chinese, ...). The title is all capitals, Times New Roman, 12 point, boldface, the authors are Times New Roman 9, boldface, while the affiliation is in Times New Roman, 9 point, italics. The rest of the text is all in Times New Roman, 9 point.

While the title, author list and affiliations are centered all other headings are left justified and all other text should be fully justified. Figure (and table) captions should follow the following format: **Figure X.** Description of the figure here.

Captions can either be centered or fully justified, depending on the width of the figure. If you use colour illustrations please make sure that the information you wish to communicate is clearly visible in a gray scale laser print. The proceedings volumes will not be printed in colour and the loss of colour information may sometimes be detrimental to the data content of the figure if not appropriate gray scale considerations are made. It is advised that the image file formats used are formatted as JPEG.

3. Experimental

A list of up to five keywords should be included right after the abstract, in boldface. All text is to follow immediately below the section headings, without any extra line-feeds. Accordingly, new paragraphs are only marked by an indentation at the beginning (0.5 cm) and not by an extra line-feed.

Equations should be centered and labelled with a number towards the right margin, in case there is more than one equation.

References are identified by a number in brackets and should follow the format as seen in the examples below [1-3].

4. Results and discussion

As mentioned earlier, the easiest way to prepare the abstract (and also the best way as far as the editors, proof-readers, printers and future readers are concerned) is to use this template. This will give you immediately the suggested fonts, font sizes and styles

Whether you directly use this template or only follow the guidelines, please make sure that you have set the right paper size and the correct margins – this is essential to ensure no problems during the final formatting for the proceedings volumes.

Obviously, not all of the suggested sections are always necessary, and the abstract and conclusion sections can often be kept rather short or be omitted altogether.

5. Conclusions

We hope that you found these instructions helpful (and not too restrictive) and we are confident that by following the guidelines we will end up with excellent proceedings, not just from a scientific point of view, but also such that people enjoy going back to read those abstracts again and again ☺.

We are looking forward to receiving your contributions. If you have problems or questions, please feel free to contact any of the “authors” (Thomas: Thomas.laurell@elmat.lth.se).

Acknowledgements

Thanks to all those people helping in making EuPA 2009 a very special event!!

References

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