

# 13<sup>th</sup> ECPA

## Author instructions for poster abstract

*Authors are required to follow instructions for preparing their poster abstract as laid out below. The final copy of the abstract will be checked by the organisers. They will also check formatting, spelling and English construction. The Organising Committee reserves the right to reject abstract that do not substantially meet the instructions below or where the spelling/grammar/English construction would require considerable work by the Organising Committee to bring the abstract up to the standards required.*

### General points

1. The poster abstracts with a maximum of 2 pages must be supplied as a Microsoft Word file. If your abstract is accepted, you will get an invitation by e-mail to send your poster.
2. One figure or one table (not both) is allowed. It must be included in the two pages of the abstract. It is not allowed to include it in a third page.
3. Colour figure can be included in the abstract. On the pdf file available online of the poster abstracts, all figures will be in colour.
4. If applicable, references must be in the two pages of the abstract.
5. Authors who are not native English speakers are strongly advised to have their abstract checked/corrected by a competent native English speaker before submitting it.

### Format & structure

Font: 12 pt Times New Roman

Line spacing: single

No line or page numbers. No headers or footers (other than footnotes). Do not include paper/abstract ID number.

Margins: 25mm all sides.

Section titles – main sections: left adjusted, bold, upper case;

No blank line between section titles and authors list.

One blank line after authors list.

Paragraphs should be fully justified.

The structure of the paper must be:

- Two pages maximum
- Title – bold, left adjusted, upper case
- Authors – surname and initial only (no first names), regular, left adjusted, sentence case
- Institutions of authors – italics, left adjusted, sentence case

### Figure or table

1. Figure or table should be embedded in the paper close to where they are referenced in the text.
2. Figure or table must have a caption placed underneath the figure.

3. All axes should have legends with units (where appropriate).
4. All maps must have a length scale.
5. There should be no overall frame to a figure.
1. Tables should be placed close to where they are referenced in the text. They should be in text format – not a graphics.
2. A caption should be placed above each table.
3. The number of vertical and horizontal lines in a table must be kept to a minimum. Generally, there should be no vertical lines and no horizontal lines within the body of a table.
4. Values in a table should be in regular font.

## References

1. Literature quoted in the text should be indicated by author and publication year – one author (Smith, 2012); two authors (Smith & Jones, 2012); more than two authors (Smith et al, 2012).
2. References must be listed in alphabetical order of 1<sup>st</sup> author (then 2<sup>nd</sup> author etc). Surnames, initials of all authors must be included. If a paper has more than 6 authors then author names must be truncated to first six and ‘et al’ added.
3. The reference must contain – author(s) name(s), year, title (sentence case), journal name in full (or ‘In: proceedings of...’ or book publisher), volume number, issue, page range. Quote publisher in format publ location (city, country): publisher name.
4. Non-English titles should be followed by English translation of the title in parentheses.
5. Proceedings (or collected works) editors should be named where known. Publisher and publisher location (city, country) for conference proceedings should be included – not conference location and date.
6. Only published works and those accepted for publication may be included. Submitted but not yet accepted papers may not be included.
7. Internet references are acceptable but must be checked for current availability. Web address must be followed by ‘(last accessed <date>)’

**TITLE OF THE POSTER**

Name S.<sup>1</sup>, Name S.<sup>1</sup>, Name S.<sup>2</sup>, Name S.<sup>2</sup>

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Figure 1: Logo of the 13th ECPA

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