Authors Instructions for Submission of Abstracts to ICCAS 2015 for Papers, Panels and Posters

Failure to comply may result in the paper not being accepted.

There are two options for the submission of abstracts: a) An extended abstract for publication in an ICCAS book (if accepted*), which is generally about 5-pages long but not to exceed 4,000 words including references, charts etc.; and b) A short abstract of 250 or fewer words, which (if accepted) will be listed in an online brochure, but not published in the conference book. The short abstract format should be used for panel and poster proposals.

Note: Authors are entitled to one published abstract (if accepted) per registration (ie there must be a corresponding registered payment for each published abstract).

All abstracts must be camera-ready copy.

* You will be required to register for the conference (full participant rate, only) by the 15th April if your abstract has been accepted for publication in the conference book.

Submission Deadlines
The latest date for submission of short and extended abstracts for papers, panels and posters will be 15th January, 2015 to allow for peer review. Authors will be advised of their acceptance within 8 weeks – by 15th March, 2015.

Requisites:

All proposals must include, in this order:
(1) Type of submission (extended or short abstract, paper, panel or poster)
(2) Title of paper, poster or panel
(3) Submitter’s name, organizational affiliation, and full postal mailing address;
(4) Submitter’s e-mail address
(5) Submitter’s telephone number
(6) Names and organizational affiliations of co-authors or co-organizers
(8) (For panels and events only) the name and affiliation of the presider (moderator) and a tentative roster of the panel members or other participants
(9) Up to 5 key words, introduction, methods, results, discussion, conclusions, references

Language. The conference proceedings will be in English. If English is not your first language, please ensure that an English-speaking colleague checks your submission.

Margins. If A4 paper is used, then the left, right and top margins should be 30mm; the bottom margin 25mm. This gives a typing mat of 242mm x 150mm.
Font. Font should be Times New Roman using sizes as follows:

Main Title: **14 point, bold**
Names of Authors: **12 point, bold**
Institution Details: **12 point, Italic**
First and subsequent headings: **12 point, bold**
Main body, including references: 12 point, justified.
Single-spaced

Positioning. The main title should be 50mm from the top of the paper, the first heading 90mm. Justify the main text left and right, justify the headings left only. Allow one line after each heading.

Tables. Tables should be set as part of the text. All tables should be numbered sequentially using Arabic Numbers, with a brief title that clearly explains the purpose of the table. This should be above the table, in **bold**, centred, and followed by line space. Example:

**Table 1. Recommended Dietary Allowances for Males**

Figures. Figures should be set as part of the text. All figures should be numbered sequentially using Arabic Numbers, with a brief title that clearly explains the purpose of the figure. This should be below the figure, in **bold**, centred and with a line space after the figure. Example:

**Figure 1. Schematic Layout of an Oven Showing the Position of Thermocouples**

Illustrations and other non-typed materials. Illustrations and other non-typed materials should be drawn or printed in black ink. It is recommended that they be drawn twice the actual size, reduced and pasted into the appropriate place. A title, conforming to the convention of ‘Figures’ should be followed.

Equations. Equations should be set into the text and numbered (1), (2), (3) etc. at the extreme right hand of the page. Please ensure that the characters, particularly sub and superscripts are legible when reduced.

References. Where references are used, they should be annotated in the text using a superscript number (Vancouver) (e.g. it has been shown that…¹ or Smith² demonstrated that…). These numbers should appear sequentially with references collected at the end of the paper.

Examples:

*Journal Article*

*Book*

Internet

Footnotes. Do not use footnotes

Pagination. Do not use page numbers, these will be added later.

These details might seem excessive but consistency of style throughout the publication is very important to ensure the high quality of the published proceedings.