

## **(Title) A guide to preparing abstracts for submission [Arial 14, bold and centred]**

*Abstract:* All abstracts submitted for the proceedings must follow this guide:

Maximum length 400 words - The abstract should be submitted as a PDF document named as "Presenting Author's Full Name (Affiliation)"

### **All abstracts must include the following:**

- Title (Arial, Size 14, Bold, Title Format)
- Primary authors and co-author (Arial, Size 11, regular font, full name, the presenting author's name should be underlined)
- Author Affiliations and Addresses (Arial, Size 11, Italic font, type institution with city, country. List email address of presenting author. If more than one affiliations, indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address)
- Key words (required, 4-5 keywords, separated by comma, Arial, Size 11, regular font)
- Acknowledgements (optional, Arial, Size 11, regular font)
- References (required, maximum three references, Arial, Size 11, regular font).

### **Abstracts, where applicable, should contain the following sub headings:**

- Short introduction (Arial, Size 11, regular font)
- Research design (Arial, Size 11, regular font)
- Main results and discussion (Arial, Size 11, regular font)
- A conclusion (Arial, Size 11, regular font)

There is no limit to the number of abstracts that may be submitted by an individual, however the technical committee reserves the right to limit oral presentations to a maximum of two per person. All presenters must be registered for the congress by the time of full paper submission.

It is the authors' responsibility to ensure their abstract satisfies these guidelines, and the Organising Committee reserves the right to reject an abstract if it does not do so. The abstract must be written in English and submitted through the online abstract submission site. Emailed submissions will not be accepted. The abstract should give a clear synopsis of the proposed content of the full paper.

Each abstract will be reviewed by the Committee before inviting the authors to submit the full paper. The proceedings will also be published in the Engineers Australia Informit database. The abstract, including the paper title, authors, affiliations, and keywords are also to be uploaded through the online abstract submission page.