



8TH
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Guidelines for writing the Extended Abstract

Overview

The extended abstract documents the content in your presentation. All presenters will be required to submit this documentation for compilation into a document that will form the proceedings of the conference and will be available for participants on the first day of their attendance.

Structure

It is not a formal paper so you are free to use whatever structure and setting out that best communicate the essential information you are conveying in your presentation. However, it must be more than just a copy of slides or handouts.

Generally, it needs to follow the points suggested in the initial abstract submitted at the Call for Presentations. Start with a clear introduction summarising the main points that will be covered.

In the body of the extended abstract expand on these points with a clear and concise description using language. Headings, subheadings, lists, diagrams, tables and images may be used to making your information as clear as possible. Permission and/or referencing for any graphic copied from other sources must be indicated. The provision of active links (hyperlinks) is encouraged, where relevant.

A conclusion revisiting your main points and some areas of further consideration would finish the extended abstract.

References need to be clearly listed at the end of the extended abstract. APA Guidelines for setting out these are available at <http://www.apastyle.org/>



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Formatting

Submit your extended abstract by the due date as a Microsoft Word document. Page layout will include margins of 2.54cm (1 inch) for Top/Bottom/Left/Right.

The title of the presentation will be in 14pt Arial Bold with the authors/presenters and their affiliations/program in 11pt Arial directly underneath – all this information to be center justified with 1.5 line spacing.

The body of the extended abstract will need to be in Arial 11pt with 1.5 line spacing. Headings and subheading can be given Bold formatting and indentation is left to the discretion of authors.