Extended Abstract Template:

Instructions for the two-page extended abstract for IMC39

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keywords: Manufacturing, processes, education, systems (use up to four keywords)

Abstract— This document gives formatting instructions for authors preparing extended abstracts in Microsoft Word for publication in the program and proceedings IMC39. The authors are asked to follow the instructions given in the document when preparing their abstracts to assist the Local Organizing Committee with the preparation of the conference program and proceedings. You can use this document as both an instruction set and as a template into which you can type or paste your own text.

1. Introduction

The principle used here is that an extended abstract is not simply a long abstract, but should contain structured sections usually found in an extended paper but condensed into two pages. This document is a template based on the IEEE template used for IEEE Transactions. If you have questions, please contact the conference organizers. The preferred layout for the sections (section headings) is an IMRaD structure: Introduction, Methods (or Materials and Methods), Results, and Discussion. You are required to include conclusion, acknowledgment and references as you would in any full-length article. Main Sections are labelled with roman numerals, I, II, III, IV, etc. Subsections within the main sections are labelled alphabetically: *A, B, C*, etc.

Finished papers should be sent as PDF attachments within emails to imc39@ulster.ac.uk.

1. Page Layout

An easy way to comply with the conference paper formatting requirements is to use this document as a template and simply type your text into it or use the paste function. Change the section titles as required, Introduction, Materials and Methods, etc.

## Page Layout

The paper can be maximum two pages in length in A4 size.

Your paper must be in two column format with a column width of 90mm (3.55") and a space of 5mm (0.2") between columns.

Do not edit the header or footer of the document. Page numbers will be inserted later.

1. Page Style

All paragraphs must be indented. All paragraphs must be justified, i.e. both left-justified and right-justified.

1. Text Font for the Main Body of the Document

The entire document should be in Times New Roman or Times font, size 10 pt.. Other font types may be used if needed for special purposes.

Recommended font sizes are shown in Table 1.

1. Title and Author Details

Title must be in 20 pt Regular font. Author name must be in 11 pt Regular font. Author affiliation must be in 10 pt Italic. Contact email address must be in 10 pt Regular font. More than one corresponding author may be listed, but no more than two is requested.

TABLE I  
Font Sizes for Papers

|  |  |  |  |
| --- | --- | --- | --- |
| Font Size | Appearance (in Time New Roman or Times) | | |
| Regular | Bold | Italic |
| 8 | table caption (in Small Caps),  figure captions,  reference item |  | reference item (partial) |
| 9 |  | abstract body | abstract heading (also in Bold) |
| 10 | level-1 heading (in Small Caps),  paragraph |  | level-2 heading,  level-3 heading, |
| 11 | author name |  |  |
| 24 | title |  |  |

All title and author details must be in single-column format and must be centred.

To avoid confusion, the family name must be written as the last part of each author name (e.g. John A.K. Smith).

Each affiliation must include, at the very least, the name of the institute/university and the name of the country where the author is based (e.g. University of Tokyo, Japan).

Email address is compulsory for the corresponding author. More than one corresponding author may be listed, but no more than two is requested.

1. Figures and Tables

Figures and tables must be centred in the column. Large figures and tables may span across both columns. Any table or figure that takes up more than 1 column width must be positioned either at the top or at the bottom of the page.

Graphics may be full colour. All colours will be retained in the online proceedings but will be greyscale if printed in black and white.



Fig. 1 A sample line graph using colours which contrast well both on screen and on a printed page

Fig. 2 shows an example of an image with the correct positioning of the caption. Check that the resolution is adequate to reveal the important detail in the figure.

1. Figure Captions

Figures must be numbered using Arabic numerals. Figure captions must be in 8 pt Regular font. Captions of a single line (e.g. Fig. 2) must be centred whereas multi-line captions must be justified (e.g. Fig. 1). Captions with figure numbers must be placed after their associated figures, as shown in Fig. 1.



Fig. 2 Example of an image with acceptable resolution

1. Table Captions

Captions with table numbers must be placed before their associated tables, as shown in Table 1. Tables must be numbered using uppercase Roman numerals. Table captions must be centred and in 8 pt Regular font with Small Caps.

1. Links and Bookmarks

All hypertext links and section bookmarks will be removed from papers during the processing of papers for publication. If you need to refer to an Internet email address or URL in your paper, you must type out the address or URL fully in Regular font.

1. Equations

Equations are to be inserted and labelled with Arabic numerals as follows:

|  |  |
| --- | --- |
|  | (1) |

Please note that the equation and the label are inserted in cells of a hidden table (1x2 cells). Use only one numeral per equation. All equations are to be labelled. When citing equations in the main text use an abbreviated form for equation, i.e., Eq. 1 describes...

1. References

The heading of the References section must not be numbered. All reference items must be in 8 pt font. Please use Regular and Italic styles to distinguish different fields as shown in the References section. Number the reference items consecutively and in square brackets (e.g. [1]).

When referring to a referenced item, please use the author surname followed by the reference number, as in Metev and Veiko [1] or Breckling [2]. Use the *et al* convention for three or more authors, e.g. Zhang *et al* [3]*…*, Multiple references are each numbered with separate brackets (e.g. [2], [3], [4]–[6]).

1. Conclusions

This template is partly based on the IEEE extended abstract template. Use the IEEE conference referencing citation style if available in your reference manager.

Acknowledgment

The heading of the Acknowledgment section and the References section must not be numbered.

References

1. S. M. Metev and V. P. Veiko, *Laser Assisted Microtechnology*, 2nd ed., R. M. Osgood, Jr., Ed. Berlin, Germany: Springer-Verlag, 1998.
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3. S. Zhang, C. Zhu, J. K. O. Sin, and P. K. T. Mok, “A novel ultrathin elevated channel low-temperature poly-Si TFT,” *IEEE Electron Device Lett.*, vol. 20, pp. 569–571, Nov. 1999.
4. M. Wegmuller, J. P. von der Weid, P. Oberson, and N. Gisin, “High resolution fiber distributed measurements with coherent OFDR,” in *Proc. ECOC’00*, 2000, paper 11.3.4, p. 109.
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