**Abstract code: A01[[1]](#footnote-1)**

**Instructions for Preparing Your Extended Abstract: an example**

**First author first initial1, First Author last name, Second author first initial, Second author last name…**

1Institute of first author, university of first author, city, country

2Institute of second author, university of second author, city, country

…

**Corresponding author details:**

Institute of corresponding author, university of corresponding author, street and building number, postal code and city, country; email:

**Keywords** (10 words max):

keyword1, keyword2,…

**Extended Abstract** (10 pages max):

**INTRODUCTION**

**Purpose of Text**

This document serves as a ‘dummy’ example of an extended abstract. The purpose of this document is to provide participants with an example of how to present and format their text. All papers must be written in English. SI-units should be used. Extended abstracts should be submitted no later than November 9th 2014.

**Text Size**

Text should be in Arial font size 11 point. The body of the text should be 10 pages maximum, including references. All main headings should be bold text in Arial font size 12. Second order headings may be used and set in bold text Arial font size 11. Third order headings may be used (if desired) and set in italics text Arial font size 11. An example of this is found below:

**MAIN HEADING**

**Second Order Heading**

*Third Order Heading*

**Text Spacing**

The spacing of the text should be justified (set evenly between margins) and should be single spaced with 0 pt before and 0 pt after. This spacing applies also for the inserting of tables and figures. Paragraphs should be separated by a return space (as demonstrated in this example text). Paragraphs should not be indented unless a listing (numeric or bullet point) is provided. In the case of a number or bullet point list start the number or bullet with one indent as follows:

1. Example
2. Example
3. …

**Tables and Figures**

Tables and figures explanations should be done using also Arial font size 11 point, but in italic. Please try to ensure that tables and figures fit on one page. In the case that the figure or table is partially on the next page, please ensure that the breakage is practical and still allows the reader to easily understand the flow of the content. An example of a table is found in sample Table 1 below:

Table 1. Sample of table. Colors and organization are left up to the discretion of the author(s).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Var 1 | Var 2 | Var 3 |
| Parameter 1 | 12 | 34 | 76 |
| Parameter 1 | 22 | 37 | 78 |
| Parameter 1 | 11 | 28 | 83 |

The caption for Tables should be located above the table while the caption for figures should be located below the figure. Please ensure that tables and figures are legible and clear. An example of a figure is found in the sample Figure 1 below:

Figure 1. Sample figure. Colors and organization are left up to the discretion of the author(s).

**Footnotes**

Footnotes should be used sparingly in Arial font size 10.

**Right to Return**

The organizing committee reserves the right to return for correction extended abstracts not following the template and instructions.

**Methods**

Texts should include a clear explanation of the methods used in the research. The title of the methods section can be more specific to the research itself (one must not be restricted to the use of the word ‘methods’ for this section).

**Results**

An explanation of the important research results should also be provided.

**Conclusions**

Please include also a brief conclusions section with which to summarize the main point(s) of the research in addition to any avenues open for further research. The main headings presented in this example are to provide a sample outline. The organizing committee encourages extended abstracts to follow a basic introduction, methods, findings, and conclusion scheme. However, the exact heading text and organization of sub-headings is up to the discretion of the author(s).

**Acknowledgements**

Should the author(s) wish to acknowledge funding agencies as well as organizations, institutions, and individuals who have assisted in the research, please include this within a brief acknowledgements section. This should be the last section prior to the references.

**References**

All references in text and full should be provided following the Harvard referencing style.

1. Please view the [detailed programme page](http://www.changes-itn.eu/Conference/Programme/DetailedProgramme/tabid/157/Default.aspx) for your abstract code. [↑](#footnote-ref-1)