



## Template for Submission of Abstracts

This template is a guide to be used to prepare abstracts for submission. Abbreviated instructions for using the template follow.

1. If typing your abstract directly into the template, select (highlight) the text of the template that you want to replace and begin typing your abstract (i.e., select the Title section for typing in your title).
2. If you have already prepared your document in a Word file, you will need to attach this template to your working document in order to apply the Word Style tags (see [https://wordribbon.tips.net/T004628\\_Copying\\_Styles.html](https://wordribbon.tips.net/T004628_Copying_Styles.html))
  - a. Go to the Word Style list on the formatting toolbar and you will see all the Word Styles from the template that has now been imported into the current document. A Styles toolbar has been generated that will display the different Styles for you to choose from. If this is not present, select View, Toolbars, and then select Styles and it should appear. You can close this at any time and then reopen it when needed.
  - b. Click in the sentence or paragraph and then go to the Word Style menu on the toolbar and select the relevant Word Style. This will apply the Word Style to the entire text (sentence or paragraph). Do this for all sections of the abstract.
3. Proof the abstract to ensure that all parts are present and clearly legible.
4. The abstract must be prepared on a single 8.5 x 11 page with one-inch margins. The font type must be Times New Roman.
5. **TITLE:** It should be as concise as possible. One line is preferred.
6. **AUTHOR NAMES:** The presenting author must be listed first. The supervisor must be designated with an asterisk (\*). Please note that the presenting author will be the corresponding author.
7. **AUTHOR ADDRESS:** The affiliation should be the institution where the work was conducted. If more than one address, use symbols to match author names to address(es).
8. **AUTHOR EMAIL:** List the primary email address of the presenting author and supervisor.
9. **ABSTRACT:** It must be comprehensible to a wider audience. The body of the abstract should highlight the significance of the research problem in an overall context, describe the purpose of research, and include a brief overview of research methods, key results and conclusions. The text should be single-spaced and may not exceed one page.
10. **ACKNOWLEDGEMENT:** Please indicate the funding agency that supported the work.