2 Page Extended Abstract Title: Arial 14 pt, bold and centred

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(Note – the First AuthorA should be underlined and they should also be the presenting author and contact)

**Summary**

The summary should in less than 100 words provide a clear and concise summary of the 2 page extended abstract. It should state the study objectives, provide a brief background, outline the work undertaken, and the main findings. It should not contain any references to other work, and should contain only material already included in the main body of the extended abstract that follows.

*Keywords: Please include a maximum of five keywords sufficient to highlight the relevant topics addressed in your paper (e.g. climate change, dredging, working with nature)*

# Heading - Preparation and submittal

THE PIANC APAC conference will not include any full peer reviewed papers. Rather authors are to submit 2 page extended abstracts following this template. The text (preferably between 500 and 800 words), together with tables, figures, and equations should fill but not exceed two pages in 2 column layout. Authors are encouraged to include new material. Final accepted abstracts will be included on the Conference app and website.

The deadline for submission of 2 page extended abstracts is 20 May 2022. Abstracts will be reviewed by the Conference Technical Review Committee. Notifications to successful authors with review comments will be provided by 10 June 2022. Authors will have until 24 June 2022 to amend their abstracts for final uploading to the app and website.

Abstracts that do not meet the formatting set out here will be returned to the authors. It is the responsibility of the authors to check for typographical and grammatical mistakes.

# Introduction

The main purpose of an introduction is to outline the rationale for the paper, its objectives, and summarise key background information to provide context to the new work being presented in the main body of the abstract.

# Main body

The contents of the main body will vary but is likely to include two or more of:

* Material studied;
* Area descriptions;
* Methods, Techniques;
* Results;
* Discussion;
* Conclusion;
* Acknowledgements; and
* References.

# Formatting and other details

The extended abstract should be prepared and submitted electronically in Microsoft Word 2007 (.docx) format so that it can be directly uploaded to the conference app and website. There will be no printed proceedings.

Please copy the style of this template, e.g. use of bold headings (‘Heading 1’ style), single line spacing, column format for the main paper, and Arial 10pt for main text.

The work should be set out logically. Subheadings are to be avoided.

There are predefined styles for most aspects of the paper (including one for ‘References’ as shown on the next page).

# Figures and Tables

Figures, either diagrams or photographs must be placed in the body of the text. They need to be cited and numbered consecutively (i.e. Figure 1, Figure 2 etc.), and appear as soon as possible after its first mention. When referring to a figure use capitals in the text (e.g. “It can be seen in Figure 1 that...”). The figure should have a caption that contains enough information to make the combination of figure and caption self-explanatory. Sources of figures and photographs must be clearly indicated if not those of the authors. Note that caption font is 9pt Arial.

Figures may be in black and white or colour. The app will be the medium for distribution (and so colour is available). All figures and tables should be fully legible on-screen at 100% viewing.

All figures and tables should be embedded in the electronic file of the paper as a picture or object, and not as a separate linked file. Figures should not have the automatically generated borders, which, for example, Excel will do by default.



Figure 1   A picture (Source: [1]). Note the three sentence rule for figure captions: (1) what are we looking at; (2) a feature that you wish to emphasise, i.e. the reason for the figure being included; and (3) the significance or consequence of that feature

Tables should be treated in a similar fashion to figures. The caption should appear at the top of the table, unlike the figure where the caption appears below. As an example, Table 1 sets out the formatting requirements. If in doubt please contact the conference organiser.

Tables and figures may span both columns if necessary.

Table 1   Formatting requirements

|  |  |
| --- | --- |
| **Feature** | **Requirements** |
| Paper size | A4 |
| Margins | 2 cm (top, bottom, left and right) |
| Layout | Abstract text is the width of the page.  Main paper is to be in two-column format. |
| Fonts | Arial 10pt for main body  Arial 9pt for Figure/Table headings Arial Bold 14pt for paper title |
| Spacing and Spaces | Single line spacing and single lines between sections and paragraphs |
| Section headings | In bold, as per defined style (Heading 1, 2, 3) |
| References | A style has been created with 6pt after paragraph line spacing, so full carriage returns are not required between each reference |
| Text justification | Fully justified, left and right margins |
| Number of Pages | Maximum of seven A4 portrait pages, including references |

# Equations

Equations should be numbered in the text and referred to by the number (e.g. “The results of using Equation 1...”). The equation and number should be right justified and inset. An example is included below.

(1)

where E = energy; m = mass; and c = speed of light.

# Discussion and Conclusion

The main aim of these guidelines is to ensure that when all the extended abstracts appear on the app and/or website there is some uniformity in the presentation. These guidelines have been prepared in Microsoft Word 2007. It is expected that papers will look similar in format to these guidelines and will be compatible with the required electronic format for submission. The organising committee reserves the right to either return the abstract to the author or to reject an abstract which does not conform to the format guidelines presented here.

Ensure, as far as possible, that on the second page the columns are evened up (use a ‘Column Break’).

# References

List and number all bibliographical references in 9pt Arial, each separated by 6pt line space (use 'Reference' style) and listed at the end of your abstract. Do not include references as footnotes. Only papers cited in the text should be listed in the references. The references should be sorted alphabetically and numbered. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] Allen, A.B., Jones C.D. and Roberts E.F. (Date). Article Title, Journal, volume, pp. 1-10.

[2] Jones, C.D., Smith A.B. and Roberts E.F. (Date). Book Title, Publisher, pp 440.

[3] Jones, D. (1994), Dredge data collection, in: Brown L. J., Goldsmith P. M., and Bull I. R. (Eds), Townsville Port Authority Capital Dredging Works 1993: Environmental Monitoring Program, pp. 125–147, Townsville Port Authority, Townsville.

[4] Smith, E. and Jones, A. (1997), Are beaches getting longer?, Proceedings of the 1997 meeting of the Australasian Marine Sciences Society (3-6 July, Sydney), p.146.