

Guidelines for Extended Abstract Preparation

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Extended Abstract

This article serves as the template for all extended abstracts (two pages only) submitted to the 4th Postgraduate Colloquium for Environmental Research (POCER 2017). All abstracts will be reviewed. Please use this template when preparing the abstract. This will ensure a uniform format in the publication.

The extended abstract should be written in English (either US or UK English is acceptable, but not a mixture of the two), and is to be prepared in MS Word. The extended abstract should include: Title, information of Author(s) and Affiliation(s), e-mail address of the Corresponding Author, Abstract itself and Keywords. Besides, the use of Equations, Tables, Figures, Acknowledgements, and References are also encouraged. Throughout the full paper, use Times New Roman font with single spacing between lines. The recommended font size is 14 pts for the title and 11 pts elsewhere. The main text should be justified on both sides. The use of footnotes is discouraged. Please note that the length of the extended abstract should not exceed two (2) A4 pages.

Other specific guidelines for each section are given below.

1. **Title:** Please provide a descriptive title of the paper. The title should be concise and not span more than 2 lines. Use Times New Roman with a font size of 14 pts and in boldface.
2. **Authors and Affiliations:** Include the first name, middle initial and surnames of all the authors. The name of the corresponding author should be underlined. The affiliations of all the authors should be included. The e-mail address of the corresponding author should be shown.
3. **Abstract:** Use Times New Roman with a font size of 11 pts. The main text should be justified on both sides.
4. **Keywords:** Provide up to 6 keywords, separated by semi-colons.
5. **Equations:** The equations should be indented with the numbers displayed on the right side in parenthesis.
$$S = k \ln \Omega \quad (1)$$
6. **Tables:** The tables should be numbered and captioned (do not use short form for table captions). As a guideline, the extended abstract should not contain more than 2 tables. Please make sure that the tables are not split over two separate pages. An example is as follows:

Table 1: Important Dates for POCER 2017

Date	Activity
15 March 2017	Submission of extended abstract
08 April 2017	Notification of acceptance
20 April 2017	Early bird payment
15 May 2017	Submission of final extended abstract
25 – 27 July 2017	4th POCER (2017)

7. **Figures:** The figures should be numbered and captioned (use “Figure 1” in text). It is recommended that the figures be produced in colour/gray-scale and has at least 300 dpi. As a

guideline, the extended abstract should not contain more than 2 figures. For sketched figures, it is best to be included in the Drawing Canvas of MS Word (Insert/Picture/NewDrawing). A sample is given as follows.

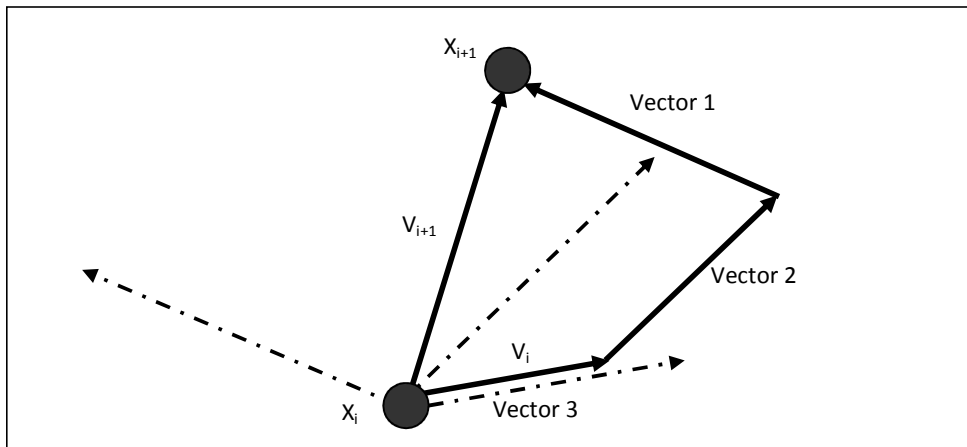


Figure 1: The Drawing Canvas

8. Acknowledgements: Any acknowledgements can be included at the end of the main body of the extended abstract but before the references.
9. Citations and References: In the text, refer to literature citations in the author-year format, *e.g.* [Author, 2006] or [Author1 and Author2, 2007] or [Author 1 *et al.*, 2008]. The references should be placed at the end of the extended abstract in alphabetical order.

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