

Long Abstract Submission

Important Points to note while preparing the Long Abstract:

- Long Abstract submission commences on 1st July, 2010 and closes on 31st October, 2011.
- Long Abstracts must be submitted digitally using 8.5x11 inch format page layout.
- Digital files must be **Adobe Acrobat PDF** file type and must not exceed 2.5MB in size.
- Long Abstracts must not exceed five (5) pages including all tables and illustrations
- Pay special attention to the instructions for placement of the paper's title and authorship on the first page.
- All text must be single-spaced and justified on both left and right margins, unless specified otherwise.
- Use template format styles, as provided in the downloadable MS Word template.
- Long Abstracts are submitted as attachments via the 10IKC website.
- **LONG ABSTRACTS** will be distributed to conference participants on CD-ROM/MEMORY STICK only
- 10-IKC encourage the use of color images and figures where appropriate, but each abstract is limited to 5 pages or 2.5 megabytes.

Long Abstract Preparation Guidelines

Camera-ready long abstracts will appear in print exactly as the author has prepared them. This document gives instructions for preparing **camera-ready** long abstracts be accurately and attractively presented.

- **PAGE LAYOUT AND MARGINS:** The page size for long abstracts is 8.5x11 inches. Pages are to be formatted using single sided format, 2-coloumn text area approximately 7 inches wide by 9 inches high. **Top margin is 0.75inch.** (see example given in Downloads Abstract Guidelines).
- **TYPE STYLE AND SIZE FOR TEXT:** All body text is to be in Times New Roman font, 10 point normal, with single line spacing, fully right and left justified. Text should be separated from all illustrations, photos and tables by a full line space.
- **HEADINGS:** There are three levels of headings defined in the template.

Heading 1 – All caps, 12 point Arial font, bold

Heading 2 – Capitalized, 10 point bold Arial, small caps, bold italics, indent 0.25”

Heading 3 – Capitalized, 10 point bold Arial, indent 0.25”

- **EQUATIONS AND UNITS: USE SI UNITS. USE CORRECT**

ABBREVIATIONS FOR UNITS.

- **FIGURES, TABLES, PHOTOGRAPHS:** All illustrations should be placed in the text, preferably at the top or bottom of a page, as close as possible to where they are first referred. The quality of illustrations has a great effect on how your paper looks. Illustrations should be simple and clear. Please remember that they will appear exactly as you have presented the in your manuscript.
- **FIGURE CAPTIONS:** Format in 9 point, Times New Roman, left justified. Should normally be placed below the appropriate illustration. Photos should be numbered as figures in the same sequence as other illustrations.
- **ILLUSTRATIONS AND PHOTOGRAPHS MAY BE IN FULL COLOUR.**
- **TABLES:** Keep tables simple. Arrange tables and table headings left. Table titles and numbers are to be inserted immediately above the table in 11-point, bold text. The body between the table and its title. An example is given in the [Downloads Abstract Guidelines](#).
- **Photographs:** Only essential photographs should be used. For proper presentation, Photos should be clear, with good contrast and should be inserted within the text as close to where they are first referenced as possible. Colour may be used
- **Footnotes:** Avoid footnotes if possible. If you must use them, they must be typed within the margins of the text area specified above.
- **References:** List all references in alphabetical order, then date, at the end of the Abstract under the major heading “**References**”. References must be in 9 points, Times New Roman font, left justified with a hanging indent of 0.35 inches.

NOTE: Carefully check spellings and format before submission. Manuscripts will not be edited but the 10-1KC may reject any submissions, particularly if layout and content specifications are not followed.

Submission of long Abstracts via the 10IKC website will permit final changes to be made to the **Title and Listed Authors**, but not to the Corresponding Author not the Presenting Author. Your assigned 10IKC abstract ID number will be required during submission, which takes the form of an email attachment submitted via the website.

OTHER IMPORTANT Notes to Authors of Long Abstracts for 10-1KC

1. Authors should be aware of a potential problem related to the quality of graphic images (TIF and JPEG files) within word-processed documents. Graphics may appear out-of-focus, or of unacceptable low resolution in the final manuscript.

2. Possible solution: Please ensure that line-work graphics are “inserted” (using the “insert” “picture” function in WORD) as the original TIF or JPEG image or ‘picture’ files, into the word processor document, not simply cut-and-pasted from another Windows application. The clipboard location used for “cut and paste” has very low resolution (72dpi) which results in a reduction in clarity of your picture. Using the “insert” procedure will help to ensure that the hi-resolution of an image is maintained, and not affected by being initially ‘cut’ to the Windows clipboard, then inserted as a low-resolution file to your word processor.

3. Authors creating original TIF or JPEG images from illustration software (such as Illustrator or Corel Draw) should ensure that images are saved at a minimum 400 dpi and that “ANTI-ALIASING” is turned OFF when creating these raster files. The ‘anti-aliasing’ feature works well with photographs and images but will cause blurred or fuzzy line work graphics.

4. Authors should TEST PRINT their PDF file (not your word processing file) on a 600 dpi (or higher) printer before submission to *IKC to help ensure that the quality of their graphics is acceptable. Test prints on a 300 dpi printer will not necessarily reflect the quality of the final digital manuscripts.

The conference secretariat, will acknowledge receipt of each abstract within 1-2 weeks. If an acknowledgement is not received, please contact the conference secretariat. Please note that if your final short and long abstract are not received by 10IKC by 31st October 2011 your presentation will be withdrawn from the technical programme. Full payment of registration fees is also required for abstract acceptance.

POSTER PRESENTATION

The poster will be on display all week. Posters should be installed from 10am on Monday 6TH February, 2012 and removed on Saturday, 11th February, 2012 between 4 and 5pm. The 10-IKC will not be responsible for posters left up after this time. All persons presenting posters are encouraged to submit full manuscript for the conference proceedings. Each posters space will be rectangular poster board with dimensions 1.5m horizontal and 1.5m vertical. The method of attachment is push pins. Manuscripts for all poster presentations are also welcome.

ORAL PRESENTATION

The main oral presentation will be fifteen minutes in length, plus as additional five minutes for discussion. Each delegate is limited to either one oral and one poster or two poster presentations. As in past conferences, it is required that all persons giving an oral presentation should provide a full manuscript for the conference proceedings.

Digital or computer-based presentations must be compiled in Microsoft Powerpoint on an IBM-compatible PC.

It will not be possible to use personal laptop computers.

Your CD must be given to the audio-visual technicians between 3.30-5.30pm on the day before your oral session (Monday through Friday). At this time the audio-visual technician will check your presentation for compatibility with their equipment. This is not an opportunity to modify the content of your presentation. Given the common technical problems encountered using LCD projectors, speakers are strongly encouraged to bring a backup presentations. Please note the 10IKC does not provide any facilities for the modification or preparation of your presentation.