

IMTCE2016 – Technical Publication Committee

Guidelines to be Appended in CFP of each Symposium

(A) General Guideline for Page Setup, Paragraphing Parameters and File Format

1. Font type and size: Times New Roman; Point size 12 (for the whole of Abstract, and Biosketch header) and 10 (for Biosketch content)
2. Paragraph style: Single line spacing; 0 pt spacing Before and After
3. Page setup: A4-size paper; 1-inch margin on all sides; One / single column
4. Electronic copy of the combined **Abstract** and **Biographical Sketch** file must be saved and attached in **MSWord (.docx)** format only
5. A recent 2” (tall) by 1.5” (wide) **photograph** scanned to the following digital parameters:
 - i) Size: **600 pixels (height) by 450 pixels (width)**
 - ii) Spatial density / ‘resolution’: Minimum **300 dpi/ppi**
 - iii) Format: **.jpeg** onlyis required from **all Keynote, Plenary and Invited speakers**
6. Total file size of the Abstract and Biosketch file and the .jpeg photograph must not exceed 5MB

(B) Guideline for Abstract

1. The Abstract must contain the following main headers in order:
 - i) Speaker Designation – Identify if you are Plenary, Keynote, Invited or Ordinary speaker and print it on the first line of the page in italic, e.g. *Invited Speaker*
 - ii) Name of Symposium – Identify the symposium and its abbreviation to which the paper is assigned and print it two 12-point spaces below the Speaker Designation with each first letter capitalized, e.g. International Symposium on Advanced Polymeric Materials 2016 (ISAPM 2016); International Symposium of Materials and Asset Integrity 2016 (ISMAI2016); International Symposium of Coatings and Corrosion 2016 (ISCC2016)
 - iii) Paper Title – All words in **CAPITAL** and bold; Aligned to page center; Paper Title to be printed two 12-point spaces below the Name of Symposium
 - iv) Name of Author(s) – Last name / surname / family name to be printed first followed by initials of the given and middles names, e.g. Diane Good Smith should be presented as Smith, D.G.; Author names to be printed one 12-point space below the Title; Aligned to page center; No period ‘.’ to be placed after the last author’s name
 - v) Affiliation – Company / Institution name followed by complete address; Affiliation to be printed immediately below Name of Author(s); Use numerical superscript after each author’s name to indicate different individual affiliations and letters to indicate corresponding author’s email, e.g. Smith, D.G.¹ and John, W.L.^{2,*} where the first and second author are affiliated to organizations ‘1’ and ‘2’, respectively, and the second author is the corresponding author whose email address is indicated by ‘*’)

- vi) Abstract header – Print the header ‘**ABSTRACT**’ in all upper case in bold and flushed center to the page width; Header to be printed two 12-point spaces below the last line of Affiliation
- vii) Body of Abstract – A maximum of 300 words for Invited and Ordinary speakers and 500 words for Plenary and Keynote speakers; Text must be aligned to ‘Justify’; Abstract to be printed one 12-point space below the ‘**ABSTRACT**’ header
- viii) Keywords – A minimum of four (4) and a maximum of six (6) keywords must be assigned to the Abstract to ease indexing and field search; At least three (3) keywords must be found within the text of the Abstract; Each keyword must start with a lower case letter and separated from the next keyword using a semi-colon ‘;’ symbol; Keywords must be printed one 12-point space below the last line of the Body of Abstract with the header ‘*Keywords*’ in bold and italic followed by a normal, straight colon ‘:’, i.e. ‘*Keywords:*’ flushed left to the page width

2. Outline of the Body of **Abstract** (in recommended order):

- i) Background of the study
- ii) Problem statement or motivation(s) for the research
- iii) Brief description of methodology and specific technique(s) employed in the study
- iv) Major observations (i.e., avoid spelling out all results or long-winded discussion)
- v) Concluding remarks, e.g. how the results or observations can be applied to solve a specific problem, what is the next step in the research direction of the current study and recommendation of solution(s) to the problems encountered in the current study

(C) Guideline for Speaker Biographical Sketch (Biosketch)

1. A maximum of 150 words (~10 sentences with no more than 15 words per sentence)
2. Include a header entitled ‘**BIOSKETCH**’ in bold and all uppercase on the first line of the page, flushed to the left of the page width
3. Attached your photograph according to the specifications stated in item (A) 5. above one 12-point space below the ‘BIOSKETCH’ header; The photo must be aligned to the left of the page width; set the picture to a Text Wrapping ‘Through’ with 0.1” spacing from text before pasting the main text to the right of the photo
4. It must be understood that biographical sketch is a sales-pitch and therefore must be brief and informative
5. General content includes (in recommended order):
 - i) Name
 - ii) Current affiliation (i.e., company name) and one major responsibility
 - iii) Educational background (e.g., highest academic degree earned, specialist certificate)
 - iv) Research areas of interest
 - v) Experience, exclusive knowledge and skills on certain areas of work or research
6. Personal details including family background and contact information are not necessary