A Guide to Preparing Extended Abstracts

General Guidelines

Extended abstracts should be written according to the below structure and formatted so that it is consistent with the IPWEA conference’s Full Paper Template.

Extended abstracts should be written according to the below structure with the following headings: keywords, introduction, methods, findings and argument, conclusion and recommendations. There is flexibility as to the naming of the sections. Sub-headings can be used when necessary.

Extended abstracts can contain figures, tables and/or images. Page format should be consistent with the IPWEA conference’s Full Paper Template. Extended abstracts should not exceed 2 pages including any references. Pages should be numbered.

KEYWORDS: This section should contain maximum 5 words written in lower case separated by commas, finishing with a full-stop.

1 Introduction

The introduction section should (1) present the scope and objective of the paper and state the problem, (2) briefly review the pertinent literature, (3) describe the methods, and (4) provide an overview of the main results of the work.

2 Methods

The methodology must be clearly stated and described in sufficient detail or with sufficient references.

3 Findings and Argument

The findings and arguments of the work should be explicitly described and illustrated. Supporting figures, tables and images of the results (no more than two figures and two tables) may be included in the extended abstract.

All the tables, images and figures should be centered. Figures and images should be numbered (see Figure 2 for an example) and figure headers should be placed under the figure or image; as for the tables, they should also be numbered (see Table 2 for an example) and the table header should be placed at the top. References (if any) of the tables, figures and images should be presented right under the tables, figures and images in the form of author surname and publication date.

Figure 2. Header
4 Conclusions

Conclusions should include (1) the principles and generalisations inferred from the results, (2) any exceptions to, or problems with these principles and generalisations, (3) theoretical and/or practical implications of the work, and (5) conclusions drawn and recommendations.

5 References

References should be listed in alphabetical order and presented in a commonly accepted format, such as the Chicago Manual of Style: http://www.chicagomanualofstyle.org/tools_citationguide.html

adapted from http://frontex.europa.eu/assets/images_news/abc_conference/abc.docx