



Extended Abstracts

Extended Abstracts should be formatted so that they are consistent with the FMA National Conference's Full Paper Template. Extended Abstracts can contain figures, tables and/or images. Extended Abstracts should not exceed 2 pages including any references. They are due by Friday 24th April 2020. If the paper is not provided the presentation opportunity may be re-allocated.

Presenters agree to the paper and presentation material being published on the FMA Website, Members' Section, for 12 months following the Conference, after which they will be publicly available.

EXTENDED ABSTRACTS FORMATTING:

Page set-up

The paper must be formatted for A4 paper.

- Use Microsoft Word (.doc file).
- Top and bottom margins should be set to 2 cm. Left and right margins should be set to 3 cm.
- Please insert page numbers at the bottom of the page, right aligned. Numbers should be Arial 10pt, and appear on the first page of text.
- Please include 2019 Floodplain Management Australia National Conference in the footer.

Word count

The extended abstract should not exceed 2 pages, including any references.

Heading styles

TITLE OF THE PAPER

(all capitals, centred, bold and in Arial 14 point)

First level subheading: Arial 12pt, bold, left justified, sentence case

Leave two lines before and after first level subheadings. Do not number first level subheadings.

Second level subheading: Arial 11pt, bold, italics

Leave two lines before and after second level subheadings. Do not number second level subheadings.

Third level headings: Arial 11pt, italics

Leave two lines before and after subsequent level subheadings. Do not number subsequent level subheadings.



Normal text

- Normal text should be Arial 11pt, full justified (unless otherwise specified).
- Text should be single-spaced.
- Leave one line between paragraphs. Do not indent the first line of paragraphs.
- Long quotes (approximately thirty words or more) should be Arial 10pt, indented 1cm both left and right.

Tables and figures

No more than two figures and two tables can be included in an extended abstract.

Feature: Left align, 11pt bold

Description: Centred, 11 pt bold

Text in table Arial 10pt

Table position Centred on page

Table/figure caption: Arial 11pt, bold, centred, sentence case

Diagrams

Diagrams, illustrations, graphs etc. must be in .jpg or .gif format for web publication.

Footnotes

Please avoid the use of footnotes.

Referencing

References should be quoted in the text following style: Edgeman (2000) or (Edgeman, 2000).

References should be cited following either the APA or Harvard reference style format, listed at the end of the paper, under the first level heading 'References'.

The references should immediately follow the last section in the text. Do not start a new page.

CONTACT US

For any further assistance please contact the Conference Managers:



2020 Floodplain Management Australia National Conference
Amy McIntosh / Jayne Hindle / Jasmine Durbidge
East Coast Conferences
PO Box 848 COFFS HARBOUR NSW 2450
Phone: +61 2 6650 9800 Mobile: 0408 220 188
Email: amy@eastcoastconferences.com.au
Conference website: www.floodplainconference.com