



## AUTHOR INSTRUCTIONS FOR 2026 ABSTRACT SUBMISSION

**Please note that 2026 Abstract Submission Requirements have changed for 20 Minute Oral Presentations**

Authors are required to submit a **minimum 500 word** abstract or up to a two-page extended abstract for 20 Minute oral presentations at time of submission. The extended word abstract can include tables, figures and/or images. ***You may submit an extended abstract or a full paper by Monday 27 March 2026, provided your initial abstract meets the 500 word minimum word count for a 20 minute oral presentation.***

**10 minute oral presentations or poster presentations only require a maximum of 300 word abstract.**

You will need to upload a Microsoft Word version of your abstract when you submit online. Please use the abstract template provided. You will also need a short biography (max 50 words).

**Abstract Submission Deadline:** Friday 5 December 2025

**Presenter Notifications:** Friday 30 January 2026

### FORMATTING OF ABSTRACTS

Please note that these formatting guidelines refer only to the Microsoft Word version of your abstract, which will be uploaded as part of the submission process. Prepare your abstract in this Microsoft Word format and save to your computer before starting the online submission process.

All abstracts need to be submitted in the same format. A template is provided to assist with formatting. All abstracts should be created in Microsoft Word, A4 paper size, Arial font, single spacing, right and left justified for body of text.

**Abstracts must be a minimum of 500 words for 20 minute oral presentations or a maximum of 300 words for 10 minute / poster presentations.**

#### Title

The abstract title should be short (*strictly no more than 15 words*), informative and contain the major key words. It should be in Arial, **BOLD**, 14 pt size, and centre aligned. The abstract title should be in initial capital/lower case, not all capitals.

#### Authors

Abstract Titles should be followed by authors' first initial then surname (with the presenting author/s in **bold**). These should be in Title Case, Arial, 12 pt size, and left aligned. Superscript numbers must be used to indicate the author's institution or organisation, followed by city and state (in this order). ***Do not include degrees or professional titles (e.g. Dr, Prof., etc) or post nominals.***

See example below:

**B Smith<sup>1</sup>**, M Pattermore<sup>1,2</sup>, L Ward<sup>2</sup>

<sup>1</sup>University of Sydney, Sydney, NSW

<sup>2</sup>University of Queensland, St Lucia, QLD

### **Abstract Text**

- 20 Minute Oral Presentations - abstracts are **minimum of 500 words** and maximum 2 pages extended abstract.
- 10 Minute Oral and Poster Presentations – abstracts are a **maximum of 300 words**
- Abstract text must be in Arial, 12pt size, single-spaced and justified.
- Sub-headings eg Introduction, Method, Results etc may be included if required, however they will be included in the word count.
- There is to be a maximum of 2 references. References should be listed at the bottom of the page, in Sentence case, Arial, 10 pt size and justified.
- Please do not use footnotes or superscript numbers within the body of your abstract.
- Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at the first mention and follow with the abbreviation in parenthesis. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- Capitalise the first letter of trade names.

### **HOW TO SUBMIT YOUR ABSTRACT**

To submit your abstract online, please visit the conference website [www.floodplainconference.com](http://www.floodplainconference.com) and click on the “**SUBMIT YOUR ABSTRACT**” link. Follow the prompts to create an account, then follow the instructions.

To submit your abstract online you will need the following:

- Your abstract, prepared first in Microsoft Word, adhering to the formatting guidelines listed above.
- Your brief biography (50 words or less).

**Please note that the main presenting author must be the one to submit the abstract.**

This is the person all correspondence will be sent to, and, if accepted, this is the name that will appear in the conference program.

### **Assistance**

If you have any queries or require assistance with the abstract submission process, please contact East Coast Conferences:



#### **East Coast Conferences**

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## EXTENDED ABSTRACTS FORMATTING

Extended Abstracts can contain figures, tables and/or images. Extended Abstracts should not exceed 2 pages including any references.

### 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 2026 Floodplain Management Australia National Conference in the footer.

### Word count

The extended abstract cannot exceed 2 pages, including any references.

### Heading styles

## TITLE OF THE PAPER

(Initial capital/lower case, not 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.