



## **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 30th April 2021. If the paper is not provided the presentation opportunity may be re-allocated.

### **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:



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