



## AUTHOR INSTRUCTIONS FOR ABSTRACT SUBMISSION

Please print these instructions and have them close by for reference when you submit your abstract online.

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) for each presenting author.

**Abstract Submission Deadline:** 5pm Friday 26th November 2021

**Presenter Notifications:** Friday 4th February 2022

### 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 should be a maximum of **300 words**.

### Title

The abstract title should be short (*strictly no more than 12 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

- 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.
- Abstracts are to be a maximum of 300 words, including references.
- 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.
- Do not include images, graphs, tables etc. Text only.

## HOW TO SUBMIT YOUR ABSTRACT

Abstract submission will only be accepted via the conference website [www.floodplainconference.com](http://www.floodplainconference.com)

To submit your abstract online you will need the following:

- Your abstract, prepared first in Microsoft Word, adhering to the formatting guidelines listed above.
- Name, position, organisation and brief biography

**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.

To submit your abstract online, please visit the 'call for abstracts page' of the conference website [www.floodplainconference.com](http://www.floodplainconference.com) and click on the **"SUBMIT YOUR ABSTRACT HERE"** link.

1. Follow the prompts to create an account the first time you log-in
2. **"Title and Presentation Type"**:
  - a. **"Title"**: Enter the full title of your abstract, in sentence case (maximum of 12 words)
  - b. **"Presentation"**: Select your preferred presentation type
3. **"Topic"**: Select the topic that best suits your abstract
4. **"Author"**: Please enter a brief biography (50 word maximum) for the main presenting author. This will be used by the session chairperson to introduce you if your abstract is accepted.
5. **"Abstract Content"**:
  - a. **"Content"**: Please copy and paste the body of your abstract here (excluding abstract title, author names and affiliations & references).
  - b. **"Upload Abstract in Microsoft Word"**: Click Browse and upload a Microsoft Word version of your abstract (not PDF). This will be used in the Conference Program and Abstract book.
6. **"Additional Information"**:
  - a. **"Optional Peer Review"**: Select if you request your full paper to be peer reviewed.

- b. **“Virtual Presentation”**: Select if you prefer to present virtually at the time of submitting your abstract. This is an indication only and can be updated if circumstances change.
7. **“Review”**: Review your abstract information before submitting
8. **“Submit”**: Select to submit your abstract

## **FULL PAPERS**

**If you wish to provide a 20 Minute Presentation you must provide a paper or an extended abstract before the conference.**

Presenters agree to provide their paper and presentation to be published electronically on the Floodplain Management Australia website, Members’ Section, following the conclusion of the conference. They will be publicly available 12 months after the Conference. Guidelines on Full Paper submission will be distributed if your abstract is accepted. The deadline for Full Paper submission is **Friday 29<sup>th</sup> April 2022**.

### **Optional Peer Review Evaluation**

As an additional option for authors where publishing is an important element, Full Papers can be submitted for peer review refereeing by **Friday 11<sup>th</sup> March 2022**. Acceptance of abstracts for conference presentation does not depend on submission for peer review. *If you would like to have your full paper peer reviewed, select “Request Peer Review” in the additional information tab.*

## **ASSISTANCE**

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



### **East Coast Conferences**

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