INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF EXTENDED ABSTRACTS

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Keywords: list up to eight words or group of words in order of priority, separated by semicolons – do not use too general terms. 12pt, italic, one blank line beneath the keywords.

Introduction
Please use this document as a template for the preparation of your extended abstract for FPCM-14. The following section will detail the lay out settings for the extended abstract in Microsoft Word. If you use other text editors such as LaTex, please follow the format guidelines of the extended abstract.

Paper size, margins, spacing, fonts and headings
The page size should be A4 (with all four margins set to 25mm. The paragraph spacing should be 0pt before and 0pt after each paragraph, and use single line spacing. Also use a single space after the full stop between sentences.
The title of the paper should be: 18pt, bold, UPPER CASE, centred, with one blank line beneath the title. Authors: Initial(s), followed by surname, followed by numbered superscript to denote affiliation, if more than one affiliation. The names: 11pt, centred, one blank line beneath the names. The authors’ affiliations: numbered superscript followed by company/institution name and address, 10pt, centred, italic. The corresponding author (superscript *) should also include his/her email as in the example. Beneath the affiliations: 2 blank lines.
Unless otherwise stated, one should always use: the Times New Roman font. The only level of headings of the extended abstract should be bold 11pt, aligned left, unnumbered. The main text of the paper should be 11pt, fully justified. A caption text should be 10pt italic, whereas the caption label and number should be 9pt bold. The first line of each paragraph should be indented 6.3 mm (1/4”) space. A new page should not start with a blank line. References should appear at the bottom of the extended abstract. Use a numbered format style for the references, as given in the example (1.2). The font size for the references is 9pt. SI units must be used throughout the paper, although equivalents in other consistent system may be given in parentheses.

Publication and file format
All extended abstracts which are accepted for presentation at FPCM-14 will be available for downloading. (3) The paper must be submitted either in Microsoft Word or Pdf format. It is the responsibility of the author the guidelines are followed and all symbols appear as intended by the author.
The length of the paper should not exceed a maximum of two pages (including diagrams, references, etc.). Please do not include page numbers in your paper and only use the header that is in this template.

Table, figures and equations
The authors are encouraged to use tables and figures to support the text, but the use of equations is discouraged. Tables and figures must be integrated with the text and numbered consecutively with Arabic. Tables and figures should be centred over the width of the page and not exceed the margins. All captions must be centrally located above a table and below a figure. The first table or figure caption would be referred to in the text as Table 1 or Figure 1. Tables should be separated from the main text by using one blank line, then the caption, then one blank line, then the table, then one blank line. Figures should be separated using one blank line, then the figure, then one blank line, then the caption, then one blank line. Use a colon after “Figure” and “Table” in the captions, as shown below.

Table 1: The first table in the extended abstract.
<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
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<tr>
<td>Enschede</td>
<td>2.1</td>
<td>2.2</td>
<td>2.9</td>
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<tr>
<td>Ootmarsum</td>
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<td>3.2</td>
<td>5.3</td>
</tr>
<tr>
<td>Amsterdam</td>
<td>1.1</td>
<td>2.3</td>
<td>1.9</td>
</tr>
</tbody>
</table>

Please ensure that all the text and details in figures are large enough to be legible. Also, it is advisable that authors who use colour ensure that no details in tables or figures are lost in their paper when appearing in black and white.

Figure

Figure 1: The first figure in the extended abstract.

If an equation is used, it must be typed, centred and numbered consecutively with Arabic numerals as they appear in the text of the paper. The first equation would be referred to in the text as (1) and be presented as follows (with one blank line above and one below):

\[ Q = \frac{K \partial P}{\mu \partial x} \]  \hfill (1)

Acknowledgements

If you like to make acknowledgements, please make them here.

References

