# Layout instructions for the extended abstract

To ensure uniformity in style and layout throughout the proceedings, please follow the instructions carefully (please use the template file)

## New document in Word

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper size</td>
<td>A4</td>
</tr>
<tr>
<td>Margins: Top</td>
<td>2 cm</td>
</tr>
<tr>
<td>Margins: Bottom</td>
<td>2 cm</td>
</tr>
<tr>
<td>Margins: Left</td>
<td>2 cm</td>
</tr>
<tr>
<td>Margins: Right</td>
<td>2 cm</td>
</tr>
<tr>
<td>Gutter</td>
<td>0 cm</td>
</tr>
<tr>
<td>Header</td>
<td>1 cm</td>
</tr>
<tr>
<td>Footer</td>
<td>1 cm</td>
</tr>
<tr>
<td>Spelling</td>
<td>British English</td>
</tr>
<tr>
<td>Line spacing</td>
<td>Single</td>
</tr>
</tbody>
</table>

## Title:

**Arial, 16 points, bold, center aligned, spacing after: 12 pts – maximum 150 characters**  
(write as a regular sentence so use capitals only where necessary)

## Author(s)\(^{1,2,3}\):

**Arial, 12 points, center aligned, spacing after: 12 pts**  
Underline presenting author, use numbers in superscript to designate authors’ affiliations, use authors’ complete names

## Affiliation(s)\(^{1,2,3}\) + contact info:

**Arial, 10 points, center aligned**

## E-mail contact:

**Arial, 10 points, center aligned**  
write only the e-mail of the author to whom correspondence may be addressed, write e-mail address as hyperlink

## Line under these coordinates:

format border, line bottom paragraph, 10pts under text

## Subtitle 1:

**Arial, 12 points, bold, left aligned, spacing before: 18 pts, spacing after: 6 pts**

## Subtitle 2:

**Arial, 11 points, bold, left aligned, spacing before: 12 pts, spacing after: 6 pts**

## Subtitle 3:

**Arial, 10 points, bold, underlined, left aligned, spacing before: 9 pts, spacing after: 6 pts**

## Text:

**Arial, 10 points, single line spacing, justified, spacing before: 0 pts, spacing after: 6 pts**  
Write in simple declarative sentences. SETAC Europe does not have a technical editorial staff to rewrite manuscripts; therefore, contributions must conform to the accepted standards of English style and usage upon submission.

## Stressing words in text:

**Arial, 10 points, italics (not bold)**

## Figure / Table:

Center aligned, text wrapping: in line with text

### Figure / table caption:

**Arial, 8 points, bold italics, centered – always numbered/with ref. in text, spacing before: 0 pts, spacing after: 6 pts**

## References:

**Arial, 10 points, single line spacing, justified**
Examples of Appropriate Reference Formats:


**Computer programs and databases.** Author AB. 1998. ACRONYM title database, version. City (ST), Country: Publisher.


**Proceedings.** Author AB, Author CD. 1998. Title of article or presentation. In: Proceedings Name of Meeting; Date (year day–day month); City, ST. City (ST), Country: Publisher. p 00-00.


**Extended abstracts should be maximum 2 pages (including tables, figures and references)! Do not include page numbering!**

Please contact roel.evens@setac.org if you have any questions.