Instructions for Extended Abstracts

SolarPACES

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# 1. Introduction

This document serves both as a guideline and a template for preparing your abstract for the SolarPACES conference. To format your abstract correctly, please use the predefined word styles defined in this same document.

## 1.1 Subsection

Please notice that there is no indent in the first paragraph of a section or subsection.

Nevertheless, paragraphs following other text paragraphs are indented.

# 2. Paper formatting

The manuscript should be written in English. The standard font for the abstract is Arial. The default font size for the body text has been set to 11 point. The paper size is A4 – 210 mm x 297 mm. The text should be in single column format. Margins are 25.0 mm top, right and left; 20.0 mm bottom.

The length of the abstract should not exceed 2 pages inclusive of all figures, tables and references. Number the sections and sub-sections. Please do not use automatic paragraph numbering. Do not insert page numbers!

**Please only use the formatting styles predefined in this file**. Use the “Standard” formatting for the text. The paragraph format is justified. Please use hyphenation. **Please do not use footnotes.** Make sure to use the format “Paragraph after table” for the paragraph directly following the table.

# 3. Content

## 3.1. Review criteria

Your abstract should be able to successfully convince the review panel of its scientific significance. Review criteria include originality, scientific/technical quality of your results (existing, not planned!), relevance to the conference topics and interest to conference participants. Depending on the quality of your abstract, you may be invited to present a poster or have an oral presentation at the conference.

## 3.2. Title

The abstract title should indicate the contents of the abstract with the first letter capitalized. If you need more than one line for the paper title, please use a ‘soft’ line break (SHIFT+ Enter) instead of a line break.

## 3.3. Further formatting requirements

Tables and Figures should be centered. You can cross-reference your tables and figures in the text by using the respective functionality in Word (e.g. *Figure 1*). **Please do not merge cells in tables**. Please do not use in-line math in table captions. All figures and tables should be cited in the text, numbered in order of appearance and followed by a centered title. All table columns should have a brief explanatory heading. Text in each field of a table will look better if it has equal amounts of spacing above and below it. Make sure to use the format “Paragraph after table” for the paragraph directly following the table.

**Table 1**. Centered table captions should be placed above the tables. Please use the word functionality “insert caption” and then format the caption with the “captions” format

|  |  |
| --- | --- |
| **Hazard Class** | **A 1 to A III** |
| Flash point | < 21 °C / > 55 °C |
| Density at 15 °C | 720 kg/m3 to 860 kg/m3 |
| Kinematic Viscosity | 0,65 to 4,0 x 10–6 m2/s |

Accompanying comments can be included immediately after the table. Tables should be no larger than the printed area of the page and preferably oriented in the same way as the text (portrait). Tables too large to fit on one page should be broken up into smaller tables.

Figures should be numbered consecutively with Arabic numerals and followed by an optional title. All must be provided at the actual size that they are to appear and inserted in the text after the paragraph where each is first mentioned. Please ensure that any color figures remain clear and understandable when reproduced in black and white.



***Fig. 1:*** *Figure captions should be centered and placed below the figure. Please use the word functionality “insert caption” and then format the caption with the “captions” format*

Regardless of the software used to create them, figures should be saved with the extension .jpg (minimum 300 dots per inch).

* Bullet points may be used
* …

1. Numbering may be used, too.
2. However, please do not use roman numbers.

Equations should be centred and set on a separate line. All equations need to be numbered 1-n. Please do not use 1a, 1b…

*x + y = z* (1)

For citations of references, we prefer the use of square brackets and consecutive numbers, e.g. “as shown by Author et al. [2], [3, pp. 5–10]”, “as mentioned earlier [1], [3], [9]”. The first reference mentioned must be [1], the second reference mention [2] etc. Please **do not use reference linking in Word as this causes problem during the XML conversion**. **However, we recommend adding references through the Zotero Word plugin**. If available, **DOIs must be provided.** The bibliography below provides the basic formats as a reference list with entries for journal articles [1], book chapter [2], as well as a URL [3]. For further guidance please refer to <https://ieeeauthorcenter.ieee.org/wp-content/uploads/IEEE-Reference-Guide.pdf>. Please do not forget that data (and other material underpinning the findings) need to be *cited* in the text and the respective reference must be included in the manuscript’s reference list. Please refer to the [data citation principles of FORCE11](https://www.force11.org/datacitationprinciples) or the [FORCE11 software citation principles](https://peerj.com/articles/cs-86/), respectively.

## Submission of manuscript: Data formats and delivery

Each manuscript has to be handed in as .pdf file. Please use the following link to upload [your submission](https://www.solarpaces-conference.org/hauptnavigation/authors-corner/call-for-abstracts).

# References

1. J. K. Author, “Name of paper,” Abbrev. Title of Journal, vol.x, no.x, pp. xxx–xxx, Abbrev. month, year, doi: https.doi.org/……
2. J. K. Author, “Title of chapter in the book,” in Title of Their Published Book, xth ed. City of Publisher, (only U.S. State), Country: Abbrev. of Publisher, year, ch. x, sec. x, pp. xxx–xxx.
3. First Name Initial(s) Last Name. “Page Title.” Website Title. Web Address (date accessed)