**Abstract submission template for the WGIC2024: Title of the paper with capitalization only on the first letter, and also after the colon [Calibri 16 bold, left alignment]**

**First Author’s Full Given Name, Last Namea**\***, Second Author’s Full Given Name, Last Nameb, Third Author’s Full Given Name, Last Namec [Calibri 12 pt. bold, left alignment]**

**a** First Author’s Institution, City, Country [Calibri 10 pt, left alignment]

**b** Second Author’s Institution, City, Country [Calibri 10 pt, left alignment]

**c** Third Author’s Institution, City, Country [Calibri 10 pt, left alignment]

\* Corresponding author: [your.email.address@here.xx](mailto:your.email.address@here.xx) [Calibri 10 pt, left alignment]

ABSTRACT [Calibri 11 bold, left alignment, 4 pt. after space]

These guidelines contain the instructions for your paper and must be adhered to. Please read it completely and carefully. This template must be used for the full paper. Each paper should contain an abstract with a minimum of **450** and a maximum of **500 words**. The abstract outlines, in a single paragraph, the aims, and conclusion of the presentation (ideally, it should also include Background and Methods). It should be precise and engaging given that the abstract will be, together with the title, the main way readers will decide whether to attend your presentation.

***Keywords:*** *A list with a maximum of 5 keywords separated by commas [Calibri 11 italic, aligned left, lowercase]*

GENERAL FORMAT AND LENGTH [Calibri 11 bold, left alignment, 4 pt. after space]

Page format is a vertical, A4 size paper (21.0 × 29.7 cm) with 2.5 cm for all margins and 1.2 cm for the header and footer. Plain text should be typed in Calibri 11-point font, with 1.15 spaced paragraphs. All paragraphs are justified. The first paragraph after a heading (like this one) is not indented.

Subsequent paragraphs (like this one) carry a 0.5 cm indent on the first line. The abstract for the proceedings should not exceed **500 words and require a minimum of one key illustration**. Please make sure that all tables and chart lines are visable and distinguishable. The electronic proceedings will be produced in colour.

Preferably, do not use footnotes. If you have no other option and must use a footnote, number it with a superscript[[1]](#footnote-1). Place the footnote at the bottom of the page on which it is cited. Do not put footnotes in the reference list or exceed the margins.

Organize your abstract in the following major parts: INTRODUCTION, THEORY (if applicable), METHOD, RESULTS AND DISCUSSION, CONCLUSION, ACKNOWLEDGEMENTS, and REFERENCES. There should be a blank space (2 empty lines) at the end of each section, before the next heading.

TEXT, FIGURES AND TABLES [Calibri 11 bold, left alignment, 4 pt. after space]

The language of the paper must be English, any word in other languages (e.g. citations in Latin, or Greek) must be Italicized. Abbreviations must be defined at first mention in the text, tables and figures. Use Calibri font throughout the entire paper, including title, authors, affiliation, headers, figure captions, table headings, and references. Table 1 summarizes the most important settings.

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| **Text item** | **Font** | **Case and alignment** | | **Examples** |
| Title | 16 pt. | Upper and lower case | Left, bold | **Title** |
| Author name | 12 pt. | Upper and lower case | Left, bold | **Mary Brown** |
| Affiliation | 10 pt. | Upper and lower case | Left | Acme Color Company |
| Header | 11 pt. | All capitals | Left, bold | **INTRODUCTION** |
| Main text | 11 pt. | Upper and lower case | Justified | Text sample. |
| Table heading | 11 pt. | Upper and lower case | Left, bold | **Examples** |
| Figure & table caption | 10 pt. | Upper and lower case | Left | Table 1: Formatting. |
| Footnotes | 8 pt. | Upper and lower case | Justified | Footnotes. |

Table 1: Formatting instructions using Calibri font.

Figures should be placed as close as possible to where they are mentioned. Images, schematic drawings, photos, etc. should have a resolution of at least 300 dpi. Do not use very thin lines in your illustrations, figures, charts and tables. All lines need to be 0.5 pt. or larger.

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Figure 1: Above is a WORD table with just one row and one column (a single cell), and with hidden borders, where an image can be placed in order to keep it in place.

Each figure should be accompanied by a numbered caption placed below the figure. In order to keep figures anchored in place, it is recommended to insert a WORD table of just one column and one row, with hidden borders (see Figure 1). Please double check that all figures and tables are numbered in the order in which they are referred to in the text. Insert into the text (Figure x) and (Table x) with the first letter of Figure and Table capitalized. If visuals from other copyrighted publications are to be included in the manuscript, it is the author’s responsibility to secure permission to publish these in the Congress Proceedings before submitting the abstract for review.

STYLE FOR REFERENCES [Calibri 11 bold, left alignment, 4 pt. after space]

References should be structured in accordance to the APA (American Psychological Association 6th edition) style. The use of DOI, were available, is highly encouraged.

For instruction on this format check the following link: <https://apastyle.apa.org/>.

SUBMISSION [Calibri 11 bold, left alignment, 4 pt. after space]

If you have any questions regarding your final abstract, please do not hesitate to contact us at [tessa.campbell@auckland.ac.nz](mailto:tessa.campbell@auckland.ac.nz).

Make sure your text has been carefully proofread. The final abstract is due on March 8th, 2024. Your abstract will be reviewed and any further comments and suggested changes will be forwarded to you by March 29th, 2024. Revisions will be due by April 26th, 2024. All submissions must be sent via website. **Presenters must be registered by 6 May 2024.**

ACKNOWLEDGEMENTS [Calibri 11 bold, left alignment, 4 pt. after space]

Acknowledge funding agencies and anyone who has assisted your project, research, work and is not listed as a co-author.

REFERENCES [Calibri 11 bold, left alignment, 4 pt. after space]

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1. Footnotes, if needed, should appear here, using Calibri 8 pt., in a justified paragraph. [↑](#footnote-ref-1)