

How to prepare an extended abstract

Guideline to be carefully followed by IUT Ph.D. students

General remarks

- a) The main body of the text (except for the Abstract) should be set up in 12pt Times New Roman (TNR), single-spaced and justified consisting of the following main sections: Abstract; Key Words; Introduction; Methodology (or Theoretical Background); Results and Discussions; Conclusions; Acknowledgements and References.
 - b) A single line space should be left above each section.
 - c) Main headings should be left justified.
 - d) All margins should be set up at 2.54 cm (1 inch). No subheading and indentation are needed.
 - e) Citation in the text should be made by the reference number as they appear in the list of references
 - f) The full length of the extended abstract must not exceed 3000 words. The minimum number of words allowed is 1600.
 - g) Maximum number of the references is suggested to be 10.
 - h) Figures and Tables must not account for more than 50% of the whole content.
 - i) Microsoft Word format should be used to prepare the extended abstract by all the students except for the students of the Department of Mathematics who can also use Latex.
 - j) Supervisor(s) is (are) responsible to carefully check the content as well as the language of the extended abstract. Graduate coordinators would check the format only.
 - k) Corrected abstract should be delivered to IUT Graduate Office as a pdf file.
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