

GUIDELINES FOR PREPARATION OF ABSTRACTS FOR THE 34 IGC

Abstracts should be in English and no more than 250 words/1500 characters including spaces. Authors are advised to prepare their abstracts using MS Word (97 or later) and the 34th IGC Abstract Template and upload the entire abstract in the format outlined below.

The title of the abstract and the name, email address and affiliation of the corresponding (or presenting) author are to be entered into the fields when completing the submission form online. All correspondence regarding the abstract will be restricted to the corresponding author.

Text should be left side justified. Use Arial 10 pt font throughout. References, tables, figures or any other graphics are not permitted in the abstract.

1. Title of abstract. The title of the abstract should be in bold text and lower case, except for abbreviations, the first letter of the title and the first letter of each proper noun.

Example: **Assessment of environmental change on the Great Barrier Reef from IODP Expedition 325**

2. Author and details. Authors should be listed in order using given name (or initials) first, followed by surname (family name) in upper case. Use lower case text except for abbreviations and the first letter of each proper noun. Leave a space between words and separate each author by comma.

For single author abstracts the author's affiliation and email address should be given immediately after the author's name separated by a comma. Where there are multiple authors a number in superscript should be used to designate the affiliation as shown below. For more than 10 authors we advise the use of an abbreviation of the team.

2.1 Example (single author)

John SCIENTIST

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2.2 Example (multiple authors)

John SCIENTIST¹, Jane RESEARCHER² and Jill POSTDOC³

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3. Abstract. Leave a line after authors and affiliations. Insert text of abstract. Maximum of 250 words (1500 characters including spaces). Abstracts should be prepared using the 34 IGC Abstract Template.

3.1 Example of abstract

Summary of how to prepare your abstract

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Text should be left justified with 1 space at end of each sentence. Use Arial 10 pt font throughout. The abstract should include a brief introduction followed by a summary of methods, results and conclusions. No references, tables, figures or any other graphics should be included. Equations and symbols (mathematical and Greek etc) must be typed. The Greek word may be used instead of the symbol (for example, $\delta^{18}\text{O}$ or $\text{delta}^{18}\text{O}$). Please use metric measurements and symbols. Remember, the abstract is of utmost importance, for it is read by 10 to 500 times more people than hear or read the entire article. It should not be a mere recital of the subjects covered, replete with such expressions as "is discussed" and "is described." It should be a condensation and concentration of the *essential qualities* of the paper.