# Abstract submission

Participants are encouraged to submit papers for oral or poster presentations related to the subjects of the general or special sessions. Abstracts will be reviewed by the convenors for the content and also for the language. Standard oral and poster presentations will be of the same scientific credit. The convenors will select the papers for oral presentation; however, they will take authors' preferences into consideration. Authors will be notified of the acceptance of their abstract(s) one week before the end of the normal rate registration period the latest. Papers included in the oral and poster sessions will appear in the Abstract Volume in the same format.

## Summary

Each conference participant may submit abstract(s) as presenting author.
The formal requirements for the abstracts are the same as for the IMA2010 Conference. For preparing the abstracts the MS Word abstract template (doc file) should be used that is downloadable from the home page. Apply only the styles of the template.
Abstracts must not exceed one column of the abstract template.
Abstracts should be submitted (uploaded) on-line via the registration system of the conference.

## Abstract submission details

### Procedure

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An author submitting an abstract is expected to attend the meeting and present her/his paper (there are no "print only" abstracts).

Abstracts must be prepared using the **abstract template** (a Microsoft Word doc file), which is downloadable from the home page. Only the pre-styles of the template are to be used. You can type or copy + paste the text of your abstract in the template according to the instructions given below and in the template. The setting of the template is A4 (21 cm horizontal, 29.7 cm vertical), portrait orientation. The abstract must not exceed the pre-set size of the template (8.2 cm horizontal, 25.7 cm vertical). Longer abstracts will be shortened or rejected. You can download a **sample abstract** (which also lists the applied styles) from the home page.

Authors will be notified of the acceptance of their abstract(s) one week before the end of the normal rate registration period the latest. Accepted abstracts will be published in the *Acta Mineralogica-Petrographica, Abstract Series* (electronic version + limited amount of hard copy).

### Preparing your abstract

You can easily format your abstract by using the abstract. If you are familiar with templates, skip the next section (Hints for using the template) and go directly to the section "Brief instructions by parts of the abstract", which contains the most important instructions beyond the styles. See also the sample abstract. In case of any problem or uncertainty you can also refer to the page "Detailed instructions".

**Hints for using the abstract template\***
\*Skip this section if you are familiar with templates

*If you type your abstract directly in the template*
Simply click in the text part of the relevant text field (click-box) and start typing. Do not hit the carriage return when you finish the actual paragraph unless you have to continue your abstract with a paragraph formatted in the same style, e.g. when you need a second paragraph of affiliations or when you start the third paragraph of your text. Please note that the first paragraph of the text (and the first paragraph after tables or figure captions) has another style (Leading_para_IMA2010) than the second and further paragraphs (Following_para_IMA2010).

*If you copy the text of your abstract from another file*
If you copy the text of your abstract to the template from another file, then do not copy an entire paragraph (or multiple paragraphs) of your text. First select and copy only the text without the paragraph end mark (¶, non-printing character, visible on your screen if you select the appropriate setting in your word processor), then click into the text field of the template and paste this selection. If you accidentally overwrite the pre-set style, then restore it in the paragraphs affected (click within the paragraph and apply the required style from the drop-down style menu) or undo copying/pasting and repeat it as advised above.

*Moving, copying and deleting the pre-set text fields of the template*
If you need to move or copy an empty text field to another part in the template, then select the whole text field (the whole line including paragraph end mark ¶) and move or copy it to the desired place.
Please delete unused text fields (lines) from the file when you finish your abstract.

**Brief instructions by parts of the abstract**

*Title* (style: Title_IMA2010)
Do not capitalise common nouns within the title and do not use a full stop at the end of the title. See the page "Detailed instructions" for further explanation.

*Authors* (style: Authors_IMA2010)
If there are two or more authors, the corresponding author (only one person, not necessarily the first author) should be indicated by a superscripted asterisk after her/his name. See the page "Detailed instructions" for further explanation.

*Affiliations* (style: Affiliations_IMA2010)
Cross-reference affiliation data with authors' name by superscripted numbers. Do not add postal address etc. Email address of the corresponding author only should be appended to the relevant affiliation data. See the page "Detailed instructions" for further explanation.

*Body text* (styles: Leading_para_IMA2010 for the first, Following_para_IMA2010 for the other paragraphs)
Do not use subtitles and do not leave blank lines. See the page "Detailed instructions" for further explanation.

*Tables (optional)* (styles: Table_title_IMA2010 for the title and Table_body_IMA2010 for the body)
Place your Table after a text paragraph. See sample abstract for table formatting. See the page "Detailed instructions" for further explanation.

*Figures (optional)* (styles: Fig_IMA2010 for the figure and Fig_caption_IMA2010 for the caption)
Place your Figure after a text paragraph by replacing the text of the relevant click-box. Please consider that figures will be reproduced in colour only in the digital (CD) version of the Abstract. See the page "Detailed instructions" for further explanation.

*References (optional)* (style: Reference_IMA2010)
You can cite references in the text as consecutive numbers in square brackets. Type your reference list after the text in a single paragraph. See the sample abstract or consult the page "Detailed instructions" for the detailed formatting instructions of the reference list.

**Detailed instructions by parts of the abstract**

If required, you can find detailed instructions concerning the different parts of the abstract on the page "Detailed instructions". You can download these detailed instructions in pdf form from the home page.

**Naming your abstract file**

You can upload your abstract with any title, as the on-line registration and abstract submission system will automatically rename the submitted abstract as nr1.nr2.nr3.doc, where nr1 is the identification number of the registered (corresponding) author, nr2 is the identification number of the abstract and nr3 is the running number of the uploaded version (starting from 1 for the first version).

**Submitting your abstract**

Abstracts should be uploaded to the MECC2010 server via the Registration site of the meeting, according to the instructions given there. Please upload the abstract in the original DOC format of the template (with inserted figures, if any).

If you encounter any problem during the upload process please ask help via e-mail from the ima2010tech@ima2010.org address.

**Modifying your submitted abstract**

Modification of the submitted abstract is possible until the end of the abstract submission period. Abstracts can be modified only by uploading the new version of the abstract. Only the last version of the abstract sent before the closing of abstract submission period will be used during the review process.