**Layout instructions for the extended abstract**

To ensure uniformity in style and layout throughout the proceedings, please follow the instructions carefully (please use the template file)

**New document in Word**
- **Paper size:** A4
- **Margins:**
  - Top: 2 cm
  - Bottom: 2 cm
  - Left: 2 cm
  - Right: 2 cm
- **Gutter:** 0 cm
- **Header:** 1 cm
- **Footer:** 1 cm
- **Spelling:** British English
- **Line spacing:** Single

**Title:** Arial, 16 points, bold, center aligned, spacing after: 12 pts – maximum 150 characters

(Write as a regular sentence so use capitals only where necessary)

**Author(s)**
- Arial, 12 points, center aligned, spacing after: 12 pts
- Underline presenting author, use numbers in superscript to designate authors’ affiliations, use authors’ complete names

**Affiliation(s)**
- Arial, 10 points, center aligned

**E-mail contact:**
- Arial, 10 points, center aligned
- Write only the e-mail of the author to whom correspondence may be addressed, write e-mail address as hyperlink

**Line under these coordinates:** format border, line bottom paragraph, 10pts under text

**Subtitle 1:** Arial, 12 points, bold, left aligned, spacing before: 18 pts, spacing after: 6 pts

**Subtitle 2:** Arial, 11 points, bold, left aligned, spacing before: 12 pts, spacing after: 6 pts

**Subtitle 3:** Arial, 10 points, bold, underlined, left aligned, spacing before: 9 pts, spacing after: 6 pts

**Text:** Arial, 10 points, single line spacing, justified, spacing before: 0 pts, spacing after: 6 pts

Write in simple declarative sentences. SETAC Europe does not have a technical editorial staff to rewrite manuscripts; therefore, contributions must conform to the accepted standards of English style and usage upon submission.

**Stressing words in text:** Arial, 10 points, italics (not bold)

**Figure / Table:** Center aligned, text wrapping: in line with text

**Figure / table caption:** Arial, 8 points, bold italics, centered – always numbered/with ref. in text, spacing before: 0 pts, spacing after: 6 pts

**References:** Arial, 10 points, single line spacing, justified

Cite by number in square brackets in order of mention in the text. Number references cited in tables last. Group full references at the end of the paper.
Examples of Appropriate Reference Formats:


**Computer programs and databases.** Author AB. 1998. ACRONYM title database, version. City (ST), Country: Publisher.


**Proceedings.** Author AB, Author CD. 1998. Title of article or presentation. In: Proceedings Name of Meeting; Date (year day–day month); City, ST. City (ST), Country: Publisher. p 00-00.


**Extended abstracts should be maximum 2 pages (including tables, figures and references)! Do not include page numbering!**

Please contact roel.evens@setac.org if you have any questions.