Guidelines for Extended Abstracts to be presented at the "International Workshop on Sharing, Citation and Publication of Scientific Data across Disciplines"

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***Summary.*** The following is a set of guidelines for preparing an extended abstract submission for the "International Workshop on Sharing, Citation and Publication of Scientific Data across Disciplines". Guidance is given on layout, text formatting, figures/tables, and references such that each submission is clear and has a high level of conformity. This template is presented exactly as your extended abstract should appear, and it is highly advised to use it to prepare your submission in Word format. Your summary should be a brief, informative abstract of approximately 100–150 words. It should be a single paragraph and references should not be cited. Leave a single line space above the keywords.

***Keywords.*** A list of up to 5 words describing the main concepts in the abstract, separated by commas.

1. **Introduction**

The typography, layout, and style used in this template match those required when preparing your extended abstract for the "International Workshop on Sharing, Citation and Publication of Scientific Data across Disciplines".

The preferred language for abstracts is British English; but other English styles may be used, as long as this usage is consistent throughout the text. Only minimal editing will be applied to each abstract. Therefore, if English is not your first language, please have the text checked by a competent editor. The narrative should be written in the third-person; and pronouns such as ‘I’ or ‘we’ used sparingly.

The manuscript should not exceed two pages in length, and should fit within the margins given in this template.

1. **Abstract Title and Authors**

Capitalization of the title should follow standard conventions; specifically, all words except articles, prepositions, and conjunctions should be set with an initial capital.

Author names should be written in the format: First\_Name Middle\_Initial(s) Last\_Name (e.g., John F. Smith). Do not use academic titles. Author affiliations are indicated by superscript numbers, and listed underneath in enumerated order.

The ordering of authors is not prescribed; however, the presenting author should be additionally marked with an asterisk (\*) and their email address added directly below the affiliations.

1. **Headings and Text**

The initial paragraph in each section should be left-aligned and subsequent paragraphs indented by 0.5 cm. A single line space is left only between sections.

* 1. **Headings**
* For section headings use 12 pt, **boldface** type. Sections are consecutively numbered and headings follow the same capitalization convention as the abstract title.
* For subsection headings use 10 pt, **boldface** type. Number each subsection according to it section and capitalize only the first word of its heading.
* For inline headings use 10 pt, **boldface**, *italic* type. These headings are unnumbered, only the first word is capitalized, and they end with a full stop.
	1. **Text styles**
* A single space is used after punctuation denoting a pause in, or end of, a sentence (comma, full stop, question mark, etc.).
* Acronyms should be spelt out in their first instance and the acronym used thereafter, for example, International Council for Science (ICSU).
* Use *italics* for emphasis and quotes, but try to minimize their use.
* Do not use symbols that cannot be represented in Myriad Pro.
* Keep hyphenation to a minimum.
* Use only bullets ‘•’ or Arabic numerals (e.g., 1., 2., 3., etc.) for displayed lists.
	1. **Equations**

Equations should be typeset following usual mathematic norms (e.g., variables denoted by *italic* type). Displayed equations should be centred and consecutively numbered within parentheses along the right margin for reference:

 *x*2 + *y*2 = 31 (1)

All numbered equations must be referenced in the text, and are referred to by using ‘Equation’ for example, ‘From Equation (1)’.

1. **Figures and Tables**

Please ensure that all figures/tables are of sufficient quality (minimum font: 8 pt) to enable clear reproduction in greyscale. Colour images will be used only where absolutely necessary.

Each figure/table must have a 9 pt (centre-aligned) legend prefixed with ‘**Figure/Table #.**’ where # is next consecutive number for that figure/table. Use (a), (b), (c), and so on to distinguish between subfigures.

All figures/tables must be referenced in the text, and are referred to by using ‘Figure’/‘Table’. Place figures/tables as close to the relevant citation as possible. However, if a figure or table spans both columns of the manuscript, it must be placed either at the bottom of the first page or at the top/bottom of the second one (see Table 1).

1. **Conclusions**

All abstracts should include a short Conclusions section reiterating the main outcomes of the work.

***Acknowledgments.*** This section is optional and should acknowledge any financial support received from, or other significant contributions made by, people/organizations.

**References**

1. Author1, A. B., Author2, C. D., Title of journal article. *Journal*, volume, 1st page–last page, Year
2. Author3, E., Author4, F.-G., Author5, H. I, Title of conference article. In: Editor1, J. K. (Ed.), *Title of proceedings*, Place of conference, 1st page–last page, Year
3. Author6, L. M. O., Author7, Q. R., *Title of book*. Publisher Name, Publisher City, Year
4. Author8, S. T., Title of book chapter. In: Editor2, U. V., Editor3, W. Y. (Eds.), *Title of book*, Publisher Name, Publisher City, 1st page–last page, Year
5. An Organization, http://www.their-website.org [accessed on: Month Year]

References are cited by using square brackets with consecutive numbering. Number ranges should be grouped within the same brackets, for example, [1–3]. Please ensure that all references listed in the Reference section are cited in the text and vice versa. If the reference is in a language other than English, for example, Japanese; then please write (in Japanese) at the end.

**Table 1.** An example of a table spanning both columns.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Variable\_1** | **Variable\_2** | **Variable\_3** | **Variable\_4** |
| **Sample\_1** | Result\_1,1 | Result\_1,2 | Result\_1,3 | Result\_1,4 |
| **Sample\_2** | Result\_2,1 | Result\_2,2 | Result\_2,3 | Result\_2,4 |
| **Sample\_3** | Result\_3,1 | Result\_3,2 | Result\_3,3 | Result\_3,4 |