Instructions for Preparing your Extended Abstract for the
2nd International Smoke Symposium

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Introduction
To properly prepare your extended abstract, please adhere to the following instructions. You can use the Word soft copy of this instructions file as a formatting template. Please remember that your abstract must be in final form when you submit it to us; it will not be reviewed or edited. Copies of the extended abstracts will be posted on the conference web site.

Submission Procedure and Deadline
Your submitted extended abstract must be in PDF format.

Please upload to the online submission system - https://iawf.submittable.com/submit/c40f871a-a96f-457f-9128-186c4684456c

If you submit your extended abstract by November 4th we will include it on the Symposium Webpage and on the USB drive that will be given to the participants. You can still submit your extended abstract for inclusion in the proceeding through January 20, 2017.

Length of Abstract
The abstract, including figures, tables, and references, should be no more than six (6) pages

Page Layout and Text Font
Your extended abstract should be formatted for a paper size of 8½” x 11” (216 mm x 279 mm). Margins on all sides should be 1”. Please use 12-point Times New Roman and Symbol fonts. Single space and left justify all text, including references and figure captions, and center page numbers at the bottom of the page.

Extended Abstract Formatting
Title and Author Information
The title of the extended abstract should be centered and typed in Bold Title-Style Capital Letters in 12-point type on the first line of your manuscript.

Type the names of all authors in 12-point type (not bolded) and center them on the page beginning two lines below the title. Type an asterisk right after the name of the corresponding author. In 12-point type, enter each author’s organizational affiliation, city, state, country, and email address and center that information on the line below the name.
Section Headings
Align headings at the left. Main headings (Introduction, Materials and methods, Results, Discussion, Acknowledgements, and References) are set in 12-point Bold Title-Style Capital Letters (only the first initial letter upper case, except for proper nouns). Minor headings are set in non-bold italic type.

Footnotes
Within the 1” margins, please type the corresponding author’s contact information in an asterisked, 9-point note at the lower left corner of your first page. Include mailing address and e-mail address, plus a web site if desired.

References
In the text, cite references chronologically by author and date; do not number them. Check that all references cited in the text are listed in the References list, and vice versa. Use ´and´ to link the names of two authors in the text, and use ´et al.´ where there are more than two.
In the References list, list references in alphabetical order, and check them carefully for accuracy. Do not include papers that have not been accepted for publication; cite them as ´unpublished data´ or ´personal communication´ if they must be included at all. Please provide proof of acceptance for any paper cited as ´in press´.

Give titles of books and names of journals in full. Include the title of the paper in all journal references, and provide first and last page numbers for all entries.
Examples of common references are:

- **Journal paper**

- **Book**

- **Book chapter**

- **Report**

Units and Mathematical Formulae
Use the SI system, especially for exact measurement of physical quantities. If it is a convention to use non-SI units in a particular discipline, then give the equivalent SI values in parentheses. Do not use the double solidus in complex groupings of units; use the negative index system instead, for example mg m⁻² s⁻¹.
Avoid two-line expressions in the running text. Display each long formula on a separate line with at least two lines of space above and below it. Set up complex mathematics using an equation editor using Times New Roman and Symbol fonts only.

**Figures and Tables**

Each figure and table should be cited in the text. They should be sized so that they can be embedded in the text in the area where each one is first cited (rather than grouped together at the end of the abstract). Captions are required and should be typed in 9-point type below figures or in 10-point type above tables. Note that even though your body text is in 12-point type, it is fine to put your tables in 9-point type if needed to make them better fit the page. If you have room, it’s helpful to readers to put extra white space above and below each table+caption or figure+caption, to separate them more clearly from the surrounding text.

A table or figure that cannot be placed in the same orientation as the text should be rotated 90° counterclockwise so that the figure and caption can be read by rotating the manuscript 90° clockwise. An example figure is given below.

![Figure 1: Sample text for caption](image)

**Illustrations**

All illustrations (photos, tables, line diagrams) should be embedded in the papers.

**Do you have Questions?**

If you have any questions about these instructions or this template, please contact Mikel Robinson at 406-531-8264 or execdir@iawfonline.org.