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| VIRC2018 Extended Abstract: Title… |
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Abstract - The Abstract should contain an introduction to the study with objective/s, methodology, results followed by a brief discussion and conclusion(s) presented in a single paragraph without subheadings, figures, tables or references. The Abstract and Index Terms text should be 12 point Times New Roman, bold-italic, and fully justified. Begin the Abstract with the word “Abstract.” Do not indent. Use a hyphen, not a long dash, after the word “Abstract.” The Abstract should be about 220 – 250 words. Avoid using abbreviations. Do not cite references in the Abstract. Leave a blank line between the Abstract and Index Terms.

Keywords - ***One line space should be left between the text and keywords. Maximum of five keywords should be*** included under the sub***-title 'Keywords - ' at the end of the abstract. Each keyword should begin with an uppercase letter and be separated by a comma followed by a single space.***

# Introduction

These instructions serve as a template for Microsoft Word and give you the basic guidelines for preparing **extended abstracts** for the VIRC 2018. All abstracts and Extended Abstracts should be written in British English using MS Word (.doc or .docx format). Abstracts must not exceed one page and the Extended abstracts may include at most two figures, tables, and plates but must not exceed four (4) pages, which includes all figures, tables, References, About the Authors, and Acknowledgement pieces.

Please enable “Show Comments” and carefully follow these instructions to ensure legibility and uniformity.

# Page Layout

When you open these guidelines, select "Print Layout" from the "View" menu (View> Print Layout), which will allow you to see the one-column format. You may then type over sections by using the copy and paste commands listed under the Edit menu (Edit> Paste) into this document and/or by using the markup styles. **We suggest you use this document as your guide and simply copy and paste your text over the material in this document.**

Find below some important information about the page layout and content:

* Paper Size : A4 (8.27” × 11.69”)
* Font : Times New Roman
* Margins : Left 1.5 inches, right, top and bottom 1 inch
* Language: British English
* Non-English and Technical Terms : In *italics*
* Abbreviations : Not allowed
* Figures, Tables, Plates : Maximum two (2) in the extended abstract only

All the text, illustrations, and charts, must be kept within the print area, and do not write or print anything outside the print area. All text must be in a one-column format. Text must be fully justified.

Because the Proceedings will be provided in a digital format, color may be used in the extended abstract, but try to use colors that contrast well in black and white.

Do not number the pages; all extended abstracts will be merged for the purpose of creating the Proceedings, and page numbering will be applied at that time.

## I. Title of Abstract

The main title (on the first page) should begin 1 inch (2.54 cm) from the top edge of the page. It should be centered, in Times 16-point type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word).

Scientific names of organisms should be written in italics. If common or vernacular names follow the scientific name, they should be included in parentheses.

No extra line space should be left between the title and the author details.

## II. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations below their respective names.

If only one author, center the information; if two authors, use the left and right cells; three authors are shown above; if more than three, create a new row and format appropriately, leaving one blank line between rows of authors.

Surname/Family name of Author/s should be preceded by initials. Name/s of author/s should be in lowercase letters except for initials and first letter of the surname/s. Name of the presenter should be underlined and the corresponding author should be indicated by an asterisk (\*).

Affiliations are centered below each author name, italicized, not bold. Include e‑mail addresses.

# Typeface, fonts, and alignment

## I. Main text

Type your main text in 12-point Times New Roman, single-spaced. Do not use double-spacing. All paragraphs should be indented 1 pica (approximately 1/6- or 0.17-inch or 0.422 cm), and the paragraph spacing should be 0-point (before and after).

Be sure your text is fully justified—that is, flush left and flush right. Sentences should be separated by one space only. Please do not place any additional blank lines between paragraphs. Apply Body Text Indent style. Please do not modify the styles used in this template.

##  II. Figures and tables

Figure and table captions should be 10-point Times, small caps, left-justified (“Caption” in the Styles menu of this document). Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts,” “Table 1. Types of mosquitoes.” If a figure or table was not originated by the author, credit must be given to the source in 9-point Times, left-justified type (“Source” in the Styles menu of this document). Leave 1 point of space between the figure or table and the source credit, and 6 points of space after the source credit. Callouts should be 9-point Times, non-boldface.

Avoid placing figures and tables before their first mention in the text. Use .PNG or .JPEG formatting for embedded figures and images.

Figure captions are to appear below the figures. For figures, be sure to include a label (Figure X), a title (a short non-sentence description), and a caption (which explains in full sentences the meaning, purpose, or ways of decoding the figure). Of course, cite your figure, too, if it is taken from another source. See example with Figure 1.



Source: Name and/or institution if image is not author’s. (Delete if not used.)

Figure 1. caption style for describing figures. Please read carefully section II to understand how to format caption work for both figures and tables.

Table titles are to appear above the tables. Table copy is identical to copy in the main text: 10-point Times New Roman (“Normal” in the Styles menu of this document). Table heads (and subheads if needed) use 10-point Times New Roman in boldface (“Table Head” in the Styles menu of this document).

Leave 6 points of space between the table title and the table itself, and 6 points of space after the table. Leave 6 points of space between the text above the figure and 6 points of space after the figure caption. Apply “Caption” style.

Table 1. Table type styles.

| Table Head | Table Column Head |
| --- | --- |
| Table column subhead | Subhead | Subhead |
| Table copy | More table copy |  |  |

First-order headings

First-order headings should use Times 12-point small-caps, initially capitalized and centered, with 12 points of space before and 6 points after. This format is set as “Heading 1” in the Styles menu of this document.

## I. Second-order headings

As in this heading, second-order headings should be Times 10-point, initially capitalized and italicized, flush left, with 9 points of space before and 3 points after. This format is set as “Heading 2” in the Styles menu of this document. Sections defined by second-order headings should be numbered with upper-case Roman numerals, as in this document.

Bullets and Numbered Lists

Recommended format for bulleted lists:

* Lead-in sentence ends with a colon only if it is a complete sentence or ends with the words “as follows” or “the following.”
* No blank lines should be used between the lead-in sentence and the list items.
* List items (BulletList Style) should be indented 0.5 inches from the left margin and should use rounded bullets (no dashes, hyphens, or other symbols should be used).

For numbered lists you should:

1. Use where the order of the list is critical (NumberedList Style).
2. Use the auto-numbering feature included in the NumberedList Style.

Supplementary Guidelines

Units: Use SI units. Keep a single space between different types of units (e.g. J mol-1 K -1 ). Use a negative exponent (e.g. kg m-3) instead of indicating units as divisions (e.g. kg/m3 ).

Nomenclature: Follow IUPAC nomenclature in naming chemical substances.

Mathematical Equations: Keep a single space before and after arithmetic operators (e.g. 3 + 5 = 8; 3 - 5 = -2; 3 ÷ 5 = 0.6; 3 × 5 = 15). Use the multiplication symbol instead of letter x or \*.

Quantitative expression of scientific results: Keep a single space between the magnitude and the unit of a particular quantity (e.g. 5.00 × 105 N m-2) . When expressing percentages, do not keep any space between the number and the % sign (56.7%). When reporting experimental measurements, do not keep digits that are not significant (beyond the precision of the scale of the instrument; e.g. 4.6567 to be reported as 4.66, if the scale of the instrument used is precise up to second decimal place).

# References

List and number all references in 10-point Times, single-spaced, at the end of your extended abstract, with one blank line between each reference. This format is set as “References Text” in the Styles menu of this document. The names of authors in your references are formatted as the first initial of the authors’ followed by their last names. Use *et al.* when three or more names are given, both in the in-text citations and in the References section.

Number references consecutively in the text, and enclose the citation number in square brackets (for example, [1]). The sentence punctuation follows the bracket [2]. When citing a reference in your text, refer simply to the reference number, as in [3]. Do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first….”

### [1] I. Thompson, “Women and feminism in technical communication,” Journal of Business and Technical Communication, vol. 13, no. 2, pp.154–178, 1999.

### [2] M. S. MacNealy, Strategies for Empirical Research in Writing. Boston, MA: Allyn and Bacon, 1999.

### [3] J. H. Watt and S. A. van den Berg, Research Methods for Communication Science. Boston, MA: Allyn and Bacon, 1995.