Template of Abstracts for

The 5th International Conference on Urban Disaster Reduction

(16 pt Times, Bold)

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ABSTRACT

 This template illustrates the format that must be used in the preparation of extended abstracts for theFifth International Conference on Urban Disaster Reduction. Text and headings should be in 12-point type. Included in this template are examples of headings, equation format, references, and other typographical features likely to be encountered in technical papers. The abstract can be shorter than the originally submitted abstract**.** Maximum extended abstract length is 4 pages. A good abstract should be an informative summary of the most important results. It should not be a summary of subjects covered. It should avoid expressions such as “is discussed” and “ is described.” It should not include references, figures, or tables. The abstract is of utmost importance, because it is the most widely read portion of a manuscript.

# Introduction

The proceedings of the conference will be compiled directly from the documents received from authors. The purpose of this template is to aid in formatting extended abstracts.

# Author Affiliations

The authors' institutional affiliations and addresses are to be given in single-line form at the bottom of the first page. The last affiliation line should rest on top of an empty line that separates the last author affiliation and the bibliographical reference of the paper. The topmost affiliation line should be directly beneath a two-inch rule. The line should have an email address for contacting the author. Example illustrates format.

# Bibliographical Reference of the Paper

A bibliographical reference of the paper should be included in the footer of the paper. One line should separate the last author affiliation and the bibliographical reference of the paper. The last line of the bibliographical reference should rest on the bottom margin of the page.

# Margins

Both justified and ragged right margins are acceptable. However, as some word processors justify right margins with awkward character and word spacing, authors should exercise their judgment and select the option that provides the best presentation for their papers.

# Heading 1 Example

The styles for three levels of headings are specified. Heading 1 is shown at the beginning of this section.

 Headings should be preceded and followed by a one-line space. Do not indent the first line of the first paragraph. Use 0.5 inches of indentation on the first line of the following paragraphs.

## Heading 2 Example

### Heading 3 Example

# Special Features

Among the special features likely to be encountered in a technical paper are equations, figures, tables, and references. This section will show how to deal with these features.

## Equations

Equations should be indented 0.5 inch from the left margin, should have a reference number in parentheses flush with the right margin, and should be preceded and followed by a one-line space. For example,

 [M]{Ü} + [K]{U} = {f(t)} (1)

 where [M], [K], {Ü}, and {U} are variables in the equation and should be described in the text. Awkward line spacing caused by in-line equations should be avoided. Equations should be referred to in the text as Eq. 1, or as Eq. 2, 3, and 4.

## Figures and Tables

|  |
| --- |
| **FIGURE** |

Figure 1. A figure in the text; first letter capitalized, period at end, and indent following lines as shown. If the caption is short, authors should center it under the figure.

Figures and tables can be included in the body of the text or at the end of the paper. Placement of tables and figures in the text where reference is made to them is encouraged, as it enhances readability. Each figure should be referred to by number in the text, as in Fig. 3, or as in Figs. 3, 4, and 5. Similarly, tables should be referred to as Table 3, or Tables 3, 4, and 5. All figures and tables must be referred to and described in the text. Figure captions should be placed below the figure and table captions above the table. Leave at least a one-line space between text and captions.

Table 1. Captions of tables; indent following lines with period at end. If the caption is short, authors should center it above the table.

|  |  |
| --- | --- |
| **Heading** | **Heading** |
| Line heading | 111\* | 222 |
| Line heading | 33 |  4 |

 \*Footnote

# References Within Text

References should appear together in the References section and be listed by number within square brackets in the order in which they appear in the text. All references must be cited in the text [1].

# Conclusions

Each paper is expected to concisely state the conclusions of the work. The Conclusions section should discuss the significance and applicability of the work, and not merely restate the abstract. Great care should be exercised to make explicit the limitations or conditions under which the results can be applied.

# Acknowledgments

Acknowledgments should be succinct and used only as necessary.

# Appendix

Appendices only should be used to provide information that would otherwise interrupt the principle focus of the paper or to provide supplemental information to be read by a small portion of the readership. If more than one appendix is necessary, they should be numbered. Appendices should precede the References section.

# References

## Waters R, Jones JP, Entwistle J. How to make the most out of nothing. *Journal of Universal Something* 2005; 11 (1): 11-111.

Ambrose J. *Simplified Mechanics and Strength of Materials*. Wiley: New York, 2011.

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Author IM, Too UR. Template to illustrate extended abstract format for the fifth international conference on urban disaster reduction. *Proceedings of the 5th International Conference on Urban Disaster Reduction*, Disaster Management Society of Taiwan, New Taipei City, Taiwan [↑](#footnote-ref-1)