



# IPS-V: Fifth International Poplar Symposium

Orvieto (Italy) - September 20-25, 2010

Web site: <http://ocs.entecra.it/>

Info: [Conference Secretariat](mailto:ipsv.secretariat@entecra.it) (ipsv.secretariat@entecra.it)

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## Authors' Guidelines

### *Submission procedure*

Abstract submission is possible exclusively using the appropriate form available on the following page:

Submission to the conference adopts a multistep procedure, structured as different panels (see below).

### **Step 1: Start**

Authors are requested to select a track for their works ("Oral Communications" or "Poster") and to explicitly agree (by clicking a series of mandatory checkboxes) to a list of statements related with the material submitted, as well as to the terms of the Copyright Notice.

**Attention:** the final allocation of the submitted contribution as Oral Communication or Poster is exclusive responsibility of the Scientific Committee of the Symposium, and will be communicated to authors upon acceptance of the proposal.

### **Step 2: Enter Metadata**

Fullfillment of the form (copy/paste available) with submission metadata (authors, title, abstract, keyword, etc) is requested. Affiliation and email address for each author are mandatories, while bio-statements and other informations optional.

Abstract should be no more than 5000 characters in length (including spaces). However, authors are encouraged to be concise.

Authors are kindly requested to provide an accurate set of information (like keywords, disciplines, etc) useful for paper indexing on both the conference pages and web search engines (e.g., Google) in the section "Indexing".

### **Step 3: Upload submission**

Uploading a file is optional but encouraged. Files should include any additional information (tables, pictures, slides, etc) useful for the Scientific Committee to evaluate the allocation of the proposed work as Oral Contribution or Poster. Files should not larger than 1.5Mb. File format allowed: .doc, .docx, .odt, .txt, .pdf, .ppt, .zip, .xls, .rtf.



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## Step 4: Confirmation

Authors are encouraged to accurately revise the entered data before finishing submission. Emendements are possible getting back to previous pages by clicking on the step links in the bar on the top.

**Attention:** to complete your submission, you are requested to click on the button "Finish submission" in green at the bottom of the form.

## Instructions for writing abstracts

The length of the abstract is maximum of one page. The body of abstract should be no more than 500 words. The margins are as follows:

Top: 2.54 cm  
Bottom: 2.54 cm  
Left: 3.17 cm  
Right: 3.17 cm  
Header: 1.27 cm  
Footer: 1.27 cm

Use Times New Roman font at a size of 11 points. Start by giving the title (centre) in bold. Then give the names of authors (last name, initials) in italics: list the presenting author first and then the other authors in alphabetical order. Type affiliation name and country below the author line. Indicate different affiliations by numbering (superscript). Type the paragraphs of the body text single spaced without any indents or tabs.

Do not indent the new chapter but separate it with one empty line. Note that the keywords are not obligatory.

Keywords: max 3 words

At the bottom of the abstract (can be on the second page) include the following information: last name of presenter, first name(s) of presenter, affiliation, mailing address, telephone number, fax number, email address.



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## *Sample abstract*

### **Title**

*Author<sup>1</sup>, Author<sup>1</sup> and Author<sup>2</sup>*

*<sup>1</sup>Department, Organisation, Country*

*<sup>2</sup>Department, Organisation, Country*

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