

# INSTRUCTIONS FOR THE PRESENTATION OF COMMUNICATIONS (TITLE IN TIMES NEW ROMAN 14, CENTRED)

(leave 1 space)

A. Author<sup>(1)</sup> and B. Author<sup>(2)</sup> (authors: initial of first name and surname in Times 11, with a number in superindex providing the reference to the author's institution)

(leave 1 space)

(1) Name and address of institution 1 and e-mail address in Times 10.

(2) Name and address of institution 2 and e-mail address in Times 10.

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## ABSTRACT (TIMES 9, BOLD AND CENTRED)

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Papers should include an Abstract in Spanish. The Abstract should summarise the fundamentals of the paper, including the main methodological aspects, results and conclusions, and should not exceed 250 words. Use Times 9 with single spacing and side margins of 3.5 cm.

(leave 1 space)

**Key words (in bold):** maximum 5 key words, in Times 9

(leave 2 spaces)

## ABSTRACT (TIMES 9, BOLD AND CENTRED)

(leave 1 space)

In addition to the Abstract in Spanish, papers should include an Abstract in English, with the same content and format.

(leave 1 space)

**Key words:** maximum 5 key words in English, in Times 9

(leave 2 spaces)

## 1. FIRST SECTION OF THE TEXT (TIMES 11, CAPITALS)

(leave 1 space)

*1.1. First sub-section concerning textual aspects (one tab, in Times 11, italics)*

(leave 1 space)

The following section divisions are recommended: Introduction, Aims, Results, Discussion, Conclusions, Acknowledgements, Bibliography.

(leave 1 space)

The text may be in English, French or Spanish. It must begin with one tabulation space, as in this paragraph. Text margins should be 2.5 cm except the lower margin, which should be 3 cm. The text should be single spaced, in Times 11. The MS Word format should be used. Communications presented at the AQUAinMED Congress shall have a maximum length of four pages. The texts presented at the Symposia and at the Workshop shall have a maximum length of 10 pages (including text, figures and references). Bibliographic references in the text should be in the following style: Author (1999), (Author, 1999), Author and Author (1999), (Author and Author, 1999), Author *et al.* (1999), (Author *et al.*, 1999). Units of measurement used in the text should conform to the international metric system.

(leave 1 space)

Each new paragraph should be followed by 1 space and the new line should begin with a tab space. References to figures, photos and tables should be as follows: figure 1, (Fig. 1), table 1, (Table 1).

(leave 2 spaces before starting a new section or sub-section)

*1.2. Second sub-section, concerning illustrations*

(leave 1 space)

Figures, photos and tables should be in TIF or JPG format and be of sufficient quality to enable acceptable printing. Do not send original documents until the paper has been accepted by the Scientific Committee. Captions for illustrations should be in Times 9, justified.

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## 2. SECOND SECTION OF THE TEXT, CONCERNING PUBLISHING ASPECTS (TIMES 11, CAPITALS)

(leave 1 space)

When the paper has been accepted by the Scientific Committee, two good-quality copies, conforming to the above formatting instructions, should be sent. Also required is a copy on diskette, with the text written in MS Word format.

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## 3. OTHER SECTIONS OF THE TEXT

(leave 2 spaces)

Acknowledgements (Times 9)

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BIBLIOGRAPHY (In Times 11). Use hanging indents.

(1 space)

Surname, A., Surname, B. and Surname, C. (2000): Title of the paper published in a journal. *Name of the Journal*, 1(1): 1-11.

Surname, A. (2000): Title of the book chapter or Congress Proceedings. In: Surname, A. (Ed.) *Title of the book or congress*, publisher, place of publication, 1-11.

Surname, A. (2001): *Title of the book*. Publisher, place of publication, 11 pp.

Surname, A. (2002): *Title of the Doctoral Thesis or report*. Doctoral Thesis University of XXXX, 111 pp.