



Manual for abstract template

Please read this manual carefully if you are not used to work with Styles in word. May we ask you to **type your abstract directly into the template** to make sure that all requirements and settings are correctly copied. The lay-out is predefined in word using Styles.

You can find the predefined 'Styles' in the right top of your Word document:



How to use the correct style for each part of your abstract?

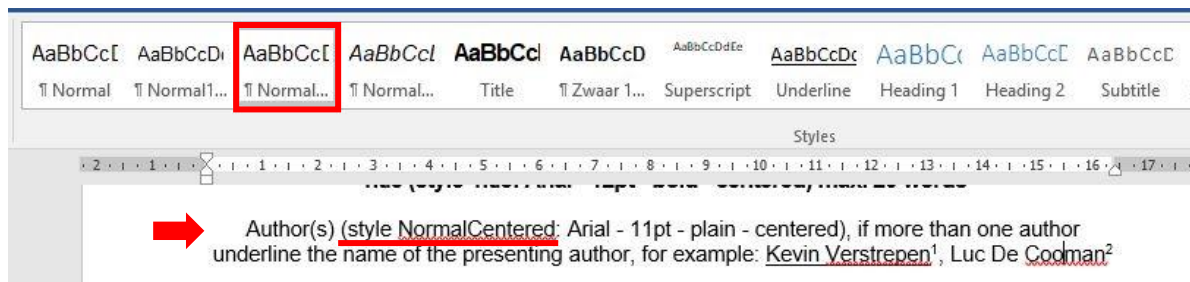
Title

- Type your title in the space provided.
- Use the style 'Title':



Author(s)

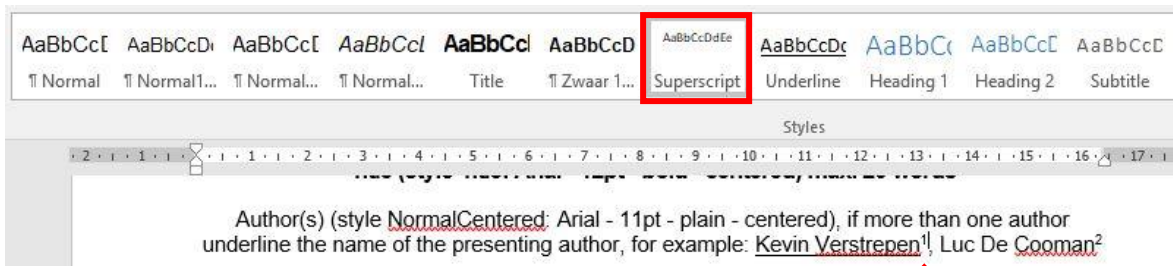
- Type the (co-)author(s) in the space provided
- Use the style 'NormalCentered':



- Underline the presenting author. For underlining use the style 'Underline':

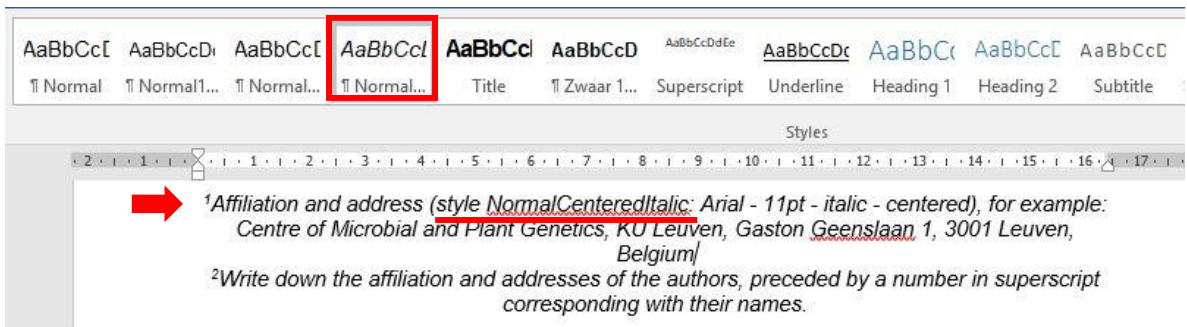


- For placing numbers in superscript behind co-authors, use the style 'Superscript':



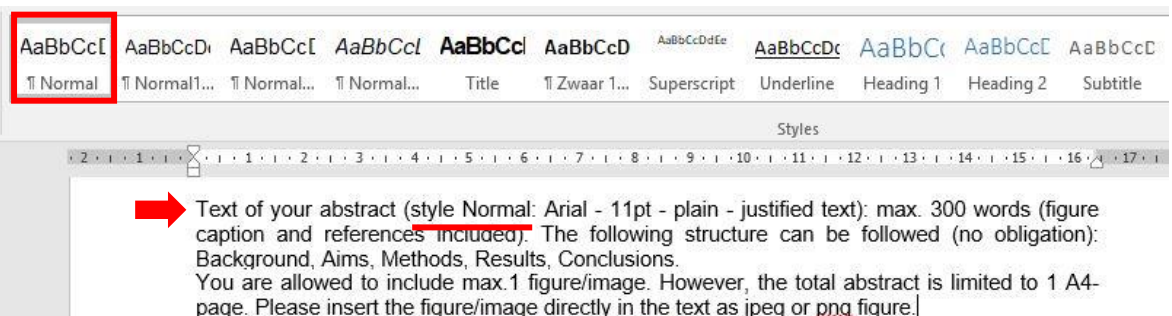
Affiliation and address

- Type the affiliation and address in the space provided
- Use the style 'NormalCenteredItalic'



Text

- Type the text of your abstract in the space provided
- Use the style 'Normal':



Figures/Images

- Type a short description under the figure or image
- Use the style '**Normal10pt**'



You are allowed to include max.1 figure/image. However, the total abstract is limited to 1 A4-page. Please insert the figure/image directly in the text as jpeg or png figure.



Write under every figure or image a short description (style Normal10pt: Arial – 10pt – plain - justified), for example: Figure 1: City hall of Leuven]

Keywords

- Type your keywords in the space provided
- Use the style '**Normal10pt**'

References

- Type your references in the space provided
- Use the style '**Normal10pt**'