

**Part B**  
**Guidelines for abstracts**  
**(Insert title here, bold, 12 point Arial)**

Leave three line spaces

**Format (Bold, 12 point Arial):** Paper, workshop  
or poster (plain text, 12 point Arial)

Leave 1 line space

**Audience (Bold, 12 point Arial):**  
Insert the intended audience here (plain text, 12 point Arial)

Leave one line space

**Keywords (Bold, 12 point Arial):**  
Insert three keywords here (plain text, 12 point Arial)

**Abstract (Bold, 12 point Arial, centred)**

Insert your abstract here in plain text, 12 point Arial, 250 – 300 words

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***Preferred file format***

The preferred file format for submission of your paper is Microsoft Word.

***Page setup***

Use A4 paper size settings and use 2.5cm margins all around, that is top 2.5cm, bottom 2.5cm, left 3.5cm, right 2.5cm. Leave the gutter at 0cm. Use single-line spacing.

***Typeface***

12 point Arial is preferred. Do not underline any text or headings.

***Line spacing and justification***

Single line spacing, all text left justified.