

**PREPARING YOUR ABSTRACT TO BE PRESENTED AT PPG-EM’S SEMINARS: A FIRST TUTORIAL**

**Author:** John Smith1[*john.smith@university.edu*](mailto:john.smith@university.edu)

1 University of Somewhere

PPG-EM Seminars: season **2015**

www.ppg-em.uerj.br

May 18, 2016

Keywords: Max of 4 keywords, comma separated, MS Word typesetting, standardization.

**1 Introduction**

This short paper is intended to introduce a self- explained tutorial on how to prepare abstract texts to be presented in the form of internal seminars at Graduate Program in Mechanical Engineering (now on PPG-EM), from State University of Rio de Janeiro (UERJ). In order to suggest a standard formatting for better organization and registration at PPG-EM as well as to help incoming students to be acquainted with the MS Word typesetting, this paper also dismembers into a few goals, such as: i) to work as an introductory text for training in scientific writing among the PPG-EM’s students and seminar attendees; ii) to strengthen the practical use of English language over the academic en- vironment; iii) to provide guidelines to outline the first versions of those research issues that will may be turned into extended abstracts and/or conference papers, and iv) to enhance the PPG-EM’s academic competitiveness worldwide.

**2 Text elements and organization**

Basically, your paper should have five major parts: i) Introduction; ii) Methodology; iii) Results; iv) Discus- sion and v) Conclusion, although the parts iv) e v) may be combined into a unique section.

You are free to set out the title of your paper provided that you have good reasons to support your choice. It should be totally capitalised. All the sections and sub- sections should have only the first letter capitalised, except when a proper noun is required. The following example could be used for titles:

• CONTINUUM MECHANICS BOOKSHELF: FROM TRUESDELL TO MASE,

whereas

 • *Supercritical flows for* 10 < F r < 100,

• *Physicochemistry of copper nanoparticules*

could be applied to sections or subsections.

**3 Model and data presentation**

This section explains how to insert equations, figures and tables into your text as well as references to them.

**3.1 Equations**

If you need to write equations in your text, whether to represent a model based on differential equations, whether to define expressions of lower complexity, the usual MS Word environments are applicable to whatever you intend to do, *e.g.* a uniquely labelled equation

or multi-line labelled equations like

or

To reference equations, you may use the commands for such a purpose. “Equation (1)” is the way how you should refer to an equation at the beginning of a statement. “Equations (2a-2c)” is the second way, for multi-line cases. If you need refer to another equation in the middle of the text, then you should write “Eq. (2a-2c)” or just “Eq. (3)”.

**3.2 Figures**

Figures are added to your paper as a *nonfloat* element by calling

so that

figs/example.pdf

Figure 1: Solutions of the Helmholtz’s equations for diferente diffusive parameter k

is a good example of well placed figure. Reference to fig- ures follow the examples given in Subsection 3.1. That is to say, “Figure (1)” is the way how you should refer to a figure at the beginning of a statement. If you need refer to a figure in the middle of the text, then you should write “Fig. 1”. In this case, parentheses are not required.

**3.3 Tables**

Tables like 1 can also be inserted into your text through the environment tabular.

Table 1: Stability thresholds using Churchill’s friction correcation, with external fluid temperature of 303K.

Reference to tables should not be abbreviated. That is to say, “Table 1” is the way how you should refer to a figure both at the beginning and in the middle of a statement. Parentheses are not required here as well.

**3.4 Citation**

To cite other authors or references, use the textual and parenthetical commands provided by natbib package \cite{<ref1>} or \citep{<ref1>}. Add your refer- ences to the file refs.bib and compile the document by calling bibtex. The usual bib entries are available (see file refs.bib in the root directory). This paper’s bibliography, for instance, is formed by: a M.Sc. thesis [5], a tech report [4], a book [2], an inproceedings [3], a Ph.D. thesis [6] and a miscellaneous-like reference [7].

**4 Conclusions**

Here, you will end up your text by drawing conclusions and comments about future work. In order to reduce the contents, we encourage you to summarize the main results by using an itemized list as follows:

• this tutorial has discussed the PPG-EM’s paper template;

• the usability of MS Word typesetting was presented;

• a standard template for internal seminars was suggested;

• to develop other presentation templates is a future goal.

**5 Acknowledgments**

(This section is optional). However, a simple remark like “The authors thank to Prof. Gustavo R. dos Anjos for sharing insights and ideas in developing the PPG-EM’s academic templates.” may be included.

**References**

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