Extended Abstract Title

line 1: 1st Given Name Surname   
line 2: *dept. name of organization   
(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCID

line 1: 4th Given Name Surname  
line 2: *dept. name of organization*  
*(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCIDline 1: 2nd Given Name Surname  
line 2: *dept. name of organization   
(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCID

line 1: 5th Given Name Surname  
line 2: *dept. name of organization   
(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCIDline 1: 3rd Given Name Surname  
line 2: *dept. name of organization   
(of Affiliation)*  
line 3: *name of organization   
(of Affiliation)*line 4: City, Country  
line 5: email address or ORCID

line 1: 6th Given Name Surname  
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Keywords—component, formatting, style, styling, insert (limit to a maximum of 5 key words)

# Introduction (*Heading 1*)

This MSWord (.docx) template, provides authors with most of the formatting specifications needed for preparing electronic versions of their abstracts. This template has been tailored for output on the A4 paper size and please stick to this paper size only. The extended abstraction should be two (2) pages including any references. This standard template has been provided for ease of use when formatting individual extended abstracts and conformity of style throughout the symposium proceedings. Margins, column widths, line spacing, and type styles are built-in; examples of the type styles are provided throughout this document and are identified in italic type, within parentheses, following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

# Content or headings

It is suggested that you consider including the following main headings to your extended abstract. Please indicate your main heading in the “Heading 1 style” even it is shown below as “Heading 2 style”.

## Introduction(Heading 2)

This section should present the significance of your research topic. Further, it should indicate the scope of the research with aim and objectives clearly defined.

## Literature review

This is where you relate your research to the existing body of knowledge. You can present the literature evidence to justify the research gap and rationale behind the research work.

## Materials and Methods

This section can be used to present the specific research methods that you have employed to achieve each objective of your research.

## Results and Discussion

Present your results briefly as you think appropriate and discuss the results. Please make sure to have a nice flow of presentation.

## Conclusion

In this section you may include how well you achieve the aim and objectives of your research. You may discuss any limitations and directions to further research areas.

However, you may use different headings as appropriate to your research. Refer the end if this template to see how to present “Acknowledgement” and “References”.

# Document Template

The template is used to format your extended abstract and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. The formatting in this document including measurement and others are deliberate, using specifications that anticipate your extended abstract as one part of the entire proceedings, and not as an independent document. Please do not revise any of the current designations.

It is advised to first write in a separate file before you begin to format your extended abstract. Please note sections A-D below for more information on proofreading, spelling and grammar. Keep your text and graphic files separate until after the text has been formatted and styled. Do not use hard tabs, and limit use of hard returns to only one return at the end of a paragraph. Do not add any kind of pagination anywhere in the extended abstract. Do not number text headings as the template will do that for you.

## Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text. Abbreviations such as IEEE, SI, MKS, CGS, sc, dc, and rms do not have to be defined. Do not use abbreviations in the title or headings unless they are unavoidable.

## Units

* Use either SI (MKS) as primary units. English units may be used as secondary units (in parentheses).
* Do not mix complete spellings and abbreviations of units: “Wb/m2” or “webers per square meter”, not “webers/m2”. Spell out units when they appear in text: “. . . a few henries”, not “. . . a few H”.
* Use a zero before decimal points: “0.25”, not “.25”. Use “cm3”, not “cc”. (*bullet list*)

## Equations

Use Symbol font to present equations. To create multileveled equations, it may be necessary to treat the equation as a graphic and insert it into the text after your extended abstract is styled. Number equations consecutively. Equation numbers, within parentheses, are to position flush right, as in (1), using a right tab stop. Italicize Roman symbols for quantities and variables, but not Greek symbols. Use a long dash rather than a hyphen for a minus sign. Punctuate equations with commas or periods when they are part of a sentence, as in:

*a**b* 

Note that the equation is centered using a center tab stop. Be sure that the symbols in your equation have been defined before or immediately following the equation. Use “(1)”, not “Eq. (1)” or “equation (1)”, except at the beginning of a sentence: “Equation (1) is . . .”

## Some Common Mistakes

* The word “data” is plural, not singular.
* The subscript for the permeability of vacuum **0, and other common scientific constants, is zero with subscript formatting, not a lowercase letter “o”.
* In American English, commas, semicolons, periods, question and exclamation marks are located within quotation marks only when a complete thought or name is cited, such as a title or full quotation. When quotation marks are used, instead of a bold or italic typeface, to highlight a word or phrase, punctuation should appear outside of the quotation marks. A parenthetical phrase or statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.)
* A graph within a graph is an “inset”, not an “insert”. The word alternatively is preferred to the word “alternately” (unless you really mean something that alternates).
* Do not use the word “essentially” to mean “approximately” or “effectively”.
* In your extended abstract title, if the words “that uses” can accurately replace the word “using”, capitalize the “u”; if not, keep using lower-cased.
* Be aware of the different meanings of the homophones “affect” and “effect”, “complement” and “compliment”, “discreet” and “discrete”, “principal” and “principle”.
* Do not confuse “imply” and “infer”.
* The prefix “non” is not a word; it should be joined to the word it modifies, usually without a hyphen.
* There is no period after the “et” in the Latin abbreviation “et al.”.
* The abbreviation “i.e.” means “that is”, and the abbreviation “e.g.” means “for example”.

An excellent style manual for science writers is [7].

# Using the Template

After the text edit has been completed, the extended abstract is ready for the template. Use the **EasyChair** paper ID only to name your files.

## Authors and Affiliations

**The template is designed for, but not limited to, six authors.** A minimum of one author is required for all articles. Author names should be listed starting from left to right and then moving down to the next line. This is the author sequence that will be used in future citations and by indexing services. Names should not be listed in columns nor group by affiliation. Please keep your affiliations as succinct as possible (for example, do not differentiate among departments of the same organization).

### For extended abstracts with more than six authors(Heading 3): Add author names horizontally, moving to a third row if needed for more than 8 authors.

### For extended abstracts with less than six authors: To change the default, adjust the template as follows.

#### Selection: Highlight all author and affiliation lines.

#### Change number of columns: Select the Columns icon from the MS Word Standard toolbar and then select the correct number of columns from the selection palette.

#### Deletion: Delete the author and affiliation lines for the extra authors.

## Identify the Headings

Headings, or heads, are organizational devices that guide the reader through your extended abstract. Styles named “Heading 1”, “Heading 2”, “Heading 3”, and “Heading 4” are prescribed.

## Figures and Tables

#### Positioning Figures and Tables: Place figures and tables at the top and bottom of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns. Figure captions should be below the figures; table heads should appear above the tables. Insert figures and tables after they are cited in the text. Use the abbreviation “Fig. 1”, even at the beginning of a sentence. Figure Labels: Use 8 point Times New Roman for Figure labels. Use words rather than symbols or abbreviations when writing Figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization”, or “Magnetization, M”, not just “M”.

1. Table Type Styles

| Table Head | Table Column Head | | |
| --- | --- | --- | --- |
| Table column subhead | Subhead | Subhead |
| copy | More table copya |  |  |

1. Sample of a Table footnote. (*Table footnote*)
2. Example of a figure caption. (*figure caption*)

If including units in the label, present them within parentheses. Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[m(1)]}”, not just “A/m”. Do not label axes with a ratio of quantities and units. For example, write “Temperature (K)”, not “Temperature/K”.

##### Acknowledgment *(Heading 5)*

The preferred spelling of the word “acknowledgment” in America is without an “e” after the “g”. Avoid the stilted expression “one of us (R. B. G.) thanks ...”. Instead, try “R. B. G. thanks...”.

##### References

The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first ...”

Number footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it was cited. Do not put footnotes in the reference list. Use letters for table footnotes.

Unless there are six authors or more give all authors’ names; do not use “et al.”. Extended abstracts that have not been published, even if they have been submitted for publication, should be cited as “unpublished” [4]. Papers that have been accepted for publication should be cited as “in press” [5]. Capitalize only the first word in a paper title, except for proper nouns and element symbols.

For papers published in translation journals, please give the English citation first, followed by the original foreign-language citation [6].

1. G. Eason, B. Noble, and I. N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” Phil. Trans. Roy. Soc. London, vol. A247, pp. 529–551, April 1955. *(references)*
2. J. Clerk Maxwell, A Treatise on Electricity and Magnetism, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.
3. I. S. Jacobs and C. P. Bean, “Fine particles, thin films and exchange anisotropy,” in Magnetism, vol. III, G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.
4. K. Elissa, “Title of paper if known,” unpublished.
5. R. Nicole, “Title of paper with only first word capitalized,” J. Name Stand. Abbrev., in press.
6. Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, “Electron spectroscopy studies on magneto-optical media and plastic substrate interface,” IEEE Transl. J. Magn. Japan, vol. 2, pp. 740–741, August 1987 [Digests 9th Annual Conf. Magnetics Japan, p. 301, 1982].
7. M. Young, The Technical Writer’s Handbook. Mill Valley, CA: University Science, 1989.

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