

## Editorial Guidelines for the Preparation of Extended Abstracts

English version

Prepared by Gecamin  
February 2021

## INTRODUCTION

Author guidelines are to be followed by all who will submit an abstract to a Gecamin event. Please view the complete calendar of events at [www.gecamin.com](http://www.gecamin.com).

All abstracts submitted will undergo a review process and will be subject to approval or rejection. Learn more about the review process in the Author's section of the conference website of your interest.

## GENERAL STRUCTURE

All documents must be submitted in a Letter size Microsoft Word file (.doc or .docx). Please do not send PDF documents or other non-modifiable formats, they will not be accepted.

All documents must contain a title, a list of authors including affiliation and country of origin.

- The *maximum* length for the abstract text is 600 words.
- The *minimum* length for the abstract text is 300 words.

## LANGUAGE

### Official language

English and Spanish are the official language of the event. All documents submitted for review and publication must be written in American English or in Spanish—please set your computer's spell checker to American English or Spanish, as appropriate.

Please note that if English writing or Spanish writing are found to be deficient, abstracts will be returned to authors and will not be considered until they meet the established language standard. Abstracts with critical language flaws will not be considered for review and will be returned to authors for further editing. Appropriate language for an international technical publication must satisfy these requirements:

- Correct grammar, careful construction of sentences, and syntax.
- Ideas flow naturally and logically, and are easy to read and follow.
- Vocabulary is appropriately used (variety of vocabulary, consistent meanings).
- Expressions are clear and concise (avoid redundancy, wordiness, jargon, evasiveness, overuse of passive voice).

## Translation and edition

If American English or Spanish are not the native language of the author(s), the text should be translated or edited by a professional translator prior to submission. Authors are fully responsible for hiring and paying for these services.

## ABSTRACT STRUCTURE

### Title

Abstract titles must not exceed 100 total characters (including spaces).

- Titles should express the overall content of the work and be of interest to readers and conference participants.
- Titles must be written in sentence case, meaning only the first letter of the sentence is capitalised, with the exception of proper nouns.
- Please use only one line, if possible, and avoid beginning with a preposition, e.g., “The study of...” or “On the...”
- Spell out acronyms, unless they are widely known.
- Please do not use symbols (© or ® or ™), unless absolutely necessary.
- Titles should not include country of origin, unless pertinent to the topic.

### Authors and affiliation

A list of all authors involved in the work must be included directly below the title. This list should be arranged in the order of input given to the work, having the primary author first. Author’s names should include complete first name, initial and last name. Please do not include second last names or other names.

Corresponding author must be clearly marked using an asterisk (\*)—this person represents all authors and is in charge of communications regarding the abstract status throughout the review process up until its presentation at the conference. Please provide full contact details for the corresponding author: email, telephone (mobile and land line) and mailing address.

Positions, affiliations and country of origin must be provided for each author listed. Please include the institution, company and/or organisation’s full name in their original language; please do not include the corporate identity of the organization, such as limited, Inc. etc. Departments, areas, divisions or other within the main company, as well as country of origin, should be written in English or Spanish, as appropriate.

## Abstract layout and content

The abstract text must be written using American English or Spanish spelling in a style using direct and concise language, appropriate for an international publication. The abstract consists of a clear and concise presentation of the most relevant points of the investigation, it must be written as a sequential series of compound sentences and not a list of topics. Its content includes the results and conclusions of the work carried out.

- Abstracts must be written using concise sentences that state the objectives of the work clearly.
- Avoid covering two or more topics, works must focus on presenting one specific topic.
- Use brief statements to describe the methodology, the results obtained, the overall experience discussed, as well as a conclusion.
- Do not include references in the abstract.
- Acronyms or nomenclature used in the text must be explained.
- The only words to capitalize are the following, all others must not be capitalized:
  - first word of each sentence
  - proper nouns
- Please avoid general or vague concepts—it is not satisfactory to say “the results will be discussed.”
- Self-promotion or abstracts with a commercial focus are greatly discouraged. This is not the purpose of the conference and abstracts will not be accepted until rewritten.
- Tables, graphics and images are accepted (2 graphic pieces are the maximum allowed).
- Do not use backgrounds in the document, the page must be blank and include no logos, letterheads, page number or other graphics.

## Registration and commitment to attend

Submission of an abstract constitutes a commitment to attend the conference. At least one author per abstract will be required to register and pay author fee before final abstract approval. One author may represent a maximum of two abstracts with his/her registration. There is no limit in the number of abstracts an author may submit to a conference. However, in the event that all abstracts submitted are accepted and included in the technical program, the limit of oral presentations per author is two (2). Other abstracts are to be presented by different speakers or during poster sessions.

Registration of authors is a strict requirement for abstracts to be included in the proceedings and in the technical program of the event.