

**EDITORIAL GUIDELINES FOR  
THE PREPARATION OF ABSTRACTS**

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## 1. INTRODUCTION

Editorial guidelines are to be followed by all authors who wish to submit an abstract to a Gecamin conference. Please view the complete conference calendar at [www.gecamin.com](http://www.gecamin.com).

All submitted abstracts 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.

### 1.1. Objectives

The objective of this guide is to provide authors with the necessary formatting and writing style parameters for the submission of abstracts. The goal is for all submitted documents to be structured in the same format and style, and use language appropriate for an international publication.

## 2. GENERAL STRUCTURE

All manuscripts 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. The abstract must be written using Palatino Linotype font 10 (text) and Palatino Linotype font 18 (title).

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

- The *maximum* length for the abstract text is 300 words.
- The *minimum* length for the abstract text is 200 words.

## 3. LANGUAGE

### 3.1. Official language

*Note: English-Spanish-Portuguese simultaneous interpretation will be available in all sessions. For this reason, oral presentations may be made in any of these three languages. However, written materials to be considered for publication in the book of proceedings (abstracts and articles) must be submitted in English only.*

English is the official language of the conference. All documents submitted for review and publication must be written in British English—please set your computer's spell checker to English UK. See the list of commonly misspelled words for more examples and tips on British spelling (Appendix A).

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

- Correct grammar, careful construction of sentences, and syntax.
- Ideas flow naturally and logically, 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).

### 3.2. Translation and edition

If English is not the native language of the author(s), the text should be translated or edited by a professional translator prior to submission. Gecamin does not provide this service but can recommend freelance professionals. Please contact the conference coordinator for more information.

## 4. ABSTRACT STRUCTURE

### 4.1. 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.

### 4.2. Authors and affiliation

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

Corresponding author must be clearly identified with an asterisk (\*)—this person represents all authors and is in charge of communications regarding the manuscript 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. Departments, areas, divisions or other within the main company, as well as country of origin, should be written in English.

### 4.3. Abstract layout and content

The abstract text must be written using British English spelling in a style using direct and concise language, appropriate for an international publication. This document should stand alone and must therefore not be confused with the introduction of the full article.

- Abstracts must be written using concise sentences that clearly state the objectives of the work.
- Avoid covering two or more topics, works must focus on presenting one topic.
- Use brief statements to describe the methodology, the obtained results, the overall experience discussed, as well as the conclusion.
- Do not include references in the abstract. References must be included in the full article only.
- Acronyms or nomenclature used in the text must be explained.
- The only words to capitalise are the following, all others must not be capitalised:
  - 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 strongly discouraged. Commercial promotion and self-advertising is not the purpose of the conference and manuscripts will not be accepted until rewritten.
- Abstracts must contain only text—no bullets, tables, pictures, graphs, symbols, diagrams, or multiple columns should be included.
- Do not use backgrounds in the document, the page must be blank and include no logos, letterheads, page number or other graphics.

### 4.4. Registration and commitment to attend

Submission of an abstract constitutes a commitment to attend the conference. At least one author per manuscript will be required to register and pay author fee before final article (and/or presentation) approval. One author may represent a maximum of two papers with his/her registration. Registration of authors is a strict requirement for manuscripts to be included in the proceedings and in the conference oral presentations programme.

There is no limit in the number of abstracts an author may submit to a conference. However, in the event that all submitted articles are accepted and included in the technical programme, the limit of oral presentations per author is two (2). Other articles are to be presented by different speakers or during poster sessions.

**5. APPENDIX A****COMMONLY MISSPELLED WORDS – BRITISH ENGLISH**

Main spelling differences (the first is American, the second is British; examples are all British):

-ae / -oe: aeon, diarrhoea, anaesthetic, gynaecology, homeopathy, aesthetic, etc.

-e / -ue: analogue, axe, catalogue

-able / -eable: likeable, unshakeable, traceable, manageable

-ize / -ise: advertise, advise, apprise, arise, chastise, comprise, compromise, demise, despise, devise, disguise, emprise, enfranchise, excise, exercise, franchise, improvise, incise, merchandise, premise, prise, revise, supervise, surmise, surprise, televise

-l / -ll: annulled, modelling, quarrelling, rebellious, woolly, traveller – skilful, wilfully, fulfilment

-m / -mm: programme, gramme (yet, software program)

-or / -our: behaviour, candour, demeanour, favour, valour

-re / -er: centre, fibre, metre, theatre, massacre, acre, ogre

More common spelling differences between American and British English:

<b>American</b>	<b>British</b>
Aluminium	Aluminium
Apothegm	Apophthegm
Behove	Behove
Checkered (pattern)	Chequered
Draft	Draught
Dike	Dye
Aerie	Eyrie
Furor	Furore
Gray	Grey
Curb/curbside	Kerb/kerbside
Maneuver/maneuverable	Manoeuvre/manoeuvrable
Mold/molder/molt	Mould/moulder/moult
Mustache	Moustache
Plow	Plough
Pudgy	Podgy
Polyethylene	Polythene
Rambunctious	Rumbustious
Specialty shop	Specialist shop
Specialty	Speciality (but specialty for medicine, steel and chemicals)
Sulfur(our)	Sulphur(ous)
Tidbit	Titbit
Toward	Towards

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Tire

Tyre

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Other words (accepted by both, yet determined as such for wide acceptance):

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Ambience <i>not</i> Ambiance	Motorcycle <i>not</i> Motorbike
Annex <i>not</i> Annexe	Neat <i>not</i> Spruce or tidy
Among <i>not</i> amongst	Newsstand <i>not</i> Kiosk
Artefact <i>not</i> Artefact	Nightgown <i>not</i> Nightdress
Backward <i>not</i> Backwards	Orangeade/lemonade <i>not</i> Orange/lemon squash
Bible (Scriptures) <i>not</i> bible	Package <i>not</i> Parcel
Baptistery <i>not</i> Baptistery	Parking spaces/garage <i>not</i> Car park (UK) or parking lot (US)
Bus <i>not</i> Coach	Phoney <i>not</i> Phony
Burned <i>not</i> Burnt	Refrigerator <i>not</i> Fridge
Canvases <i>not</i> Canvasses	Railway station <i>not</i> Railroad station
Car rental <i>not</i> Care hire	Raincoat <i>not</i> Mac, mackintosh
Cater to <i>not</i> Cater (for needs)	Rent <i>not</i> Hire (except for people)
Custom-made <i>not</i> Bespoke	Reservation, reserve (seats, etc.) <i>not</i> booking, book
Development <i>not</i> Estate (for housing)	Retired person <i>not</i> Old-age pensioner (UK) or retiree (US)
Diesel fuel <i>not</i> Derv	Slowdown <i>not</i> Go-slow (in production)
Disc <i>not</i> Disk (except in computing)	Soccer <i>not</i> Football (except for American football)
Dispatch <i>not</i> Despatch	Spelled <i>not</i> Spelt
Encyclopedia <i>not</i> Encyclopaedia	Spoiled <i>not</i> Spoilt
Except for <i>not</i> Save	Street musician <i>not</i> Busker
Farther <i>not</i> Further (for distance)	Swap <i>not</i> Swop
First name <i>not</i> Christian name	Swimming <i>not</i> Bathing
Flip <i>not</i> Toss (for coin, etc.)	Team <i>not</i> Side (in sports)
Focusing, focused, etc.	Tearoom <i>not</i> Teashop
Fuel <i>not</i> Petrol (UK) or gasoline (US)	Thread <i>not</i> Cotton
Forward <i>not</i> Forwards	Toilet <i>not</i> Lavatory
(Eye)glasses <i>not</i> Spectacles	Toll-free <i>not</i> Free charge
Gypsy <i>not</i> Gipsy	Tuna <i>not</i> Tunny
Hairdryer <i>not</i> hairdryer	Underwear <i>not</i> Pants or knickers; <i>or use lingerie for women's underwear</i>
Horse-racing <i>not just</i> Racing	Unmistakable <i>not</i> Unmistakeable
Insurance coverage <i>not</i> Insurance cover	Unspoiled <i>not</i> Unspoilt
Intermission <i>not</i> Interval	While <i>not</i> Whilst
Jail <i>not</i> Gaol	Yogurt <i>not</i> Yoghourt or yoghurt
Learned <i>not</i> Learnt	Zero <i>not</i> Nought
Line <i>not</i> Queue	
Location <i>not</i> Situation	
Maid <i>not</i> Chambermaid	
Mathematics <i>not</i> Maths (UK) or math (US)	

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