**Instructions for Preparing an Abstract for Submission to the Air Quality Conference**

1. An example abstract is provided as a template.
2. All abstracts are limited in size to one page. Abstracts, which exceed one page will not be accepted.
3. The page margins should be set to 2.5cm for all sides.
4. All figures and tables must be included within the 1page limit.
5. All text should be Times New Roman and size 9pt.
6. Please do not include page numbering, headers or footers on your abstract.
7. Please do not indent paragraphs.
8. One blank line should be included between sections.
9. Please use justification.
10. All track changes should be removed from the abstract prior to submission.
11. Please submit a word and pdf version of your abstract using the online system at <http://www.airqualityconference.org/>.

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**Title format:**

Times New Roman, Uppercase, Centred, Size 9pt and bold

**Authors format:**

Initials and Family name, Times New Roman, Italic, Centred, Size 9pt, name of presenting author underlined. If more than one author is included, indicate their affiliation numerically (see example abstract).

**Affiliations format:**

Times New Roman, Size 9pt, Centred, in the order they appear in author list

**Presenting author email format:**

Italic, Centred, size 9pt, positioned after affiliations

**Summary format:**

A ‘Summary’ is required for all abstracts. Text should be justified, size 9pt and with single spacing.

**Introduction format:**

The introduction or background should emphasise why the work is important and state the aims and objectives. Text should be justified, size 9pt and with single spacing.

**Main Body format:**

The main body of the text should be subdivided as appropriate (e.g. Methodology, Results, Conclusions). Authors are required to highlight the results of the work. Abstracts of studies, which are not mature sufficiently, are unlikely to be included in the conference programme. Figures and tables can be included, but please ensure they are of suitable quality for reproduction in conference proceedings. The Conclusions section should indicate the wider implications of the study. Text should be justified, size 9pt and with single spacing.

**References format:**

References should be included in the 1 page limit. Text should be justified, size 9pt and with single spacing. References should be listed alphabetically using the following style:

Ravindra K., Sokhi R.S., Van Grieken R., 2008. Atmospheric polycyclic aromatic hydrocarbons: Source attribution, emission factors and regulation. Atmos. Environ. 42, 2895-2921.