IMEKO 24th TC3, 14th TC5, 6th TC16 and 5th TC22 International Conference

5 – 7 May 2020, Cavtat-Dubrovnik, Croatia

PREPARATION OF AN IMEKO TC Conference

ABSTRACT IN TWO-COLUMN FORMAT

A. Author1, B. Author2/Presenter, C. Author3

1 Business Affiliation, Place, Country, E-Mail Address

2 Business Affiliation, Place, Country, E-Mail Address

3 Business Affiliation, Place, Country, E-Mail Address

**Abstract:**

This paper describes how to prepare a maximum 2-pages extended abstract for an IMEKO TC Conference. Please observe the following instructions carefully. The abstract is the first paragraph of the summary: it identifies the paper and its major contribution. It should be limited to a few lines (no more than 100 words).

Keywords: 4-5 keywords or terms separated by semicolon

1. Introduction

All abstract must be submitted in electronic form through the official IMEKO Conference website in MS-Word format (.docx). Older MS-Word formats (.doc) are also supported but not recommended. The use of other formats or other forms of submission is strongly discouraged. Please describe the main reason for writing the paper in the Introduction.

1. Description of the work

Describe briefly the work that was carried out, the method, any new procedures, the most important results in the main part of the abstract.

Paper, Formats, and Typing:

1. The length of the abstract is limited, as a rule, to 2 pages, including illustrations.

2. Manuscripts must be typed in two columns on A4 size (210 mm × 297 mm) paper. Use an 11-point Times New Roman font (or equivalent, no smaller than 9-point and no larger than 12-point).

3. Top/bottom as well as left/right margins must be 20 mm with a 10 mm space between the two columns resulting in a column width of 80 mm. Figures should be prepared in a way that they fit into the column with a good resolution.

4. Manuscripts must be typed single-spaced. Allow any necessary spacing for lines with super and subscripts.

5. Type the title in 14-point capital letters and centre it across the entire width of the page. Type the name(s) of the author(s), business affiliation(s), and mailing address(es) on separate lines and in upper- and lower-case letters. If there are more than five different business affiliations, leave only three on the first page and put the others at the end of the paper.

Major Headings: Major headings are placed on a separate line, numbered and bold. Auto-numbering should be used by copying headings and inserting them in the place where they are needed. Only major headings are typed in capital letters and are centred in the column. The spacing is - before: 12 points, after: 6 points.

Equations:A one-row, two-columns table without frame lines should be used to insert equations. Equations must be numbered using auto-numbering with the number in parentheses. Auto-numbering should be used by copying the whole table, inserting it in the place where it is needed and changing the equation as desired. The integrated equation editor should be used for typing equations:

|  |  |
| --- | --- |
| . | (1) |

Format variables in italics and use the Roman alphabet for units.

The document can be made more user-friendly by referencing equations with cross-references like: equation (1). To update the automatic numbers, switch to page preview and return to the document.

Units: Strictly adhere to the SI units and the correct use of the units. Use the “Guide for the use of the International System of Units” as published on the NIST web site [4]. Never type units in square brackets “[…]” because they are used to extract the unit from a quantity. Use the dot “.” as decimal sign in all numbers.

Page numbers: Do not type any page numbers.

Drawings and photographs: Prepare drawings and photographs in proper size and place them as close as possible to the text where they are mentioned first in a single paragraph without indentation using inline-with-text positioning. The spacing above is 6 points. Lettering must not be smaller than 8-point. Type single-spaced captions in 10-point letters directly underneath the figures with no indentation, 3 points spacing above and 6 points spacing below. Use auto-numbering by copying a caption and inserting it in the place where it is needed.



Figure 1: Cavtat near Dubrovnik

Tables: Tables should fit into one column on one page. Use the same font type as the text. Each table should have a bold heading. Type single-spaced captions in 10-point letters directly above the tables with no indentation, 3 points spacing below and 6 points spacing above. Use auto-numbering by copying a caption and inserting it in the place where it is needed.

Table 1: Important dates and weekdays

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Weekday** |
| Preparation | 3rd May 2020 | Sunday |
| Arrival | 4th May 2020 | Monday |
| Start | 5th May 2020 | Tuesday |
| End | 7th May 2020 | Thursday |
| Departure | 8th May 2020 | Friday |
| Recovery | 9th May 2020 | Saturday |

Make sure that there is a blank line after the table.

1. Summary

Write a short summary with the most important outcome of the paper.

References: List the most important references at the end of the summary.

1. References
2. A. B. Author, Title of Book. New: IEEE Press, Ch. 6, pp. 23-25, 1992.
3. J. Q. Author, X. Y. Author, “Title of Paper”, Journal of Metrology, vol. 10, no. 8, pp. 1-20, June 1991.
4. C. D. Author, “Title of Paper”, in Proc. of IEEE, vol. 35, pp. 12-19, 1993
5. …