**VERY IMPORTANT: Please contact us (****organisation@fsm3.org****) if you don’t receive an abstract or proposal number assigned to your abstract or workshop proposal within two weeks after your submission**.

**Guidelines for the Preparation of an Abstract**

Abstracts should be in Word format, no more than two A4 pages (including figures and

tables). This format must contain adequate information to achieve a referee review.

**Layout and Style** A Microsoft Word document which contains the following details:

**Title** 14pt. Arial; Bold; First Letter in Each Word in Capitals

**Authors Name(s)** 10 pt. Arial

**Address** 9 pt. Arial

**Keywords** 9 pt. Arial

**Main Text** 11 pt. Arial Line Spacing Single

**Headings** 12 pt. Arial; Bold

**Sub-Headings** 11 pt. Arial; Bold

**Paragraphs** First line of first paragraph not indented. All other first lines of paragraphs indented

**Figure/Table** Title 9 pt. Arial

**Units of Measurement** SI system

**References** 9 pt. Arial; Harvard style

**This is a Sample Abstract for a Paper for the FSM3 Conference**

**Author Name\*, Author Name\*\*, initials then surnames, separated by commas, appear here**

\*This is the first author’s address

\*\*This is the second author’s address

**Keywords**: Three keywords separated by; semi-colons

This is the first paragraph – text set with no indent but justified. This is our preferred

style for all first paragraphs after headings. [11pt Arial]. This is the first paragraph– text set with no indent. This is our preferred style for all first paragraphs after headings. [11pt Arial]. The abstract is limited to 1,000 words (max. two A4 pages with diagrams or illustrations). Your submission should include the background and nature of issue or problem, your findings and results, and the significance and impact of your presentation on the topic of the conference.

All subsequent paragraphs are indented and justified. The abstract is limited to 1,000 words (max. two A4 pages with diagrams or illustrations). Your submission should include the background and nature of issue or problem, your findings and results, and the significance and impact of your presentation on the topic of the conference.

**Table 1.1** This is a style for Table Titles. “Table 1.1, 1.2 etc” should be in bold. Table captions should

appear **above** tables.

**Figure 1.1** This is a style for Figure legends. “Figure 1.1, 1.2 etc” should be in bold. Figure legends

should appear **below** figures.

**References**

This is a style for references (9pt Arial).

Andrews, J.F. (1993) Modeling and simulation of wastewater treatment processes. Wat. Sci. Tech.

**28**(11/12), 141–150.

Billing, A.E. (1987) Modelling techniques for biological systems. M.Sc. thesis, Dept Chem. Eng., Univ. of Cape Town, Rondebosch 7700, South Africa.

Billing, A.E. and Dold, P.L. (1988a) Modelling techniques for biological reaction systems. 1. Mathematic description and model representation. Wat. SA **14**(4), 185–192.