

## Instructions for 11 IKC Long Abstracts

- Download the files 11\_IKC\_template.dotx and 11\_IKC\_template-example.docx.
- View the 11\_IKC\_template-example.docx and the general lay out will be self-explanatory. Note that line breaks may change when you open the example on your computer and figures may become dislodged from their captions. In this case you may use the pdf version of the example file instead. The template operates based on “Styles”, displayed in the upper right of the “Home” tab. By marking a section of text and selecting the appropriate style, the correct formatting is achieved. If you are using a text editor other than MS-Word, the correct fonts and formats are given in the example file.
- Open 11\_IKC\_template.dotx (for some versions of Office you may need to right click on the template and then choose “open”).
  - a. In the “header” (double click on the header to edit) you need to insert the 3 digit abstract number noted on your acceptance letter.
  - b. Through either typing or “copy” and “paste special – unformatted text” populate the various fields. If you lose the correct formatting, mark the relevant section and re-apply the correct Style from the Home tab.
  - c. Email addresses in affiliations: MS-Word, by default, converts email addresses into clickable hyperlinks (with a blue font and underlined). Press the “undo” arrow (top left in MS-Word) to reverse that. If several authors share a single affiliation, list their email addresses (separated by a comma) in the sequence of author order at the end of the shared affiliation.
  - d. Paragraphs in the main body of text are separated by a blank line (no indentations).
  - e. Insert your figures and tables in the text. You may wish to select in “Layout Options”: “With Text Wrapping – Top and Bottom” and possibly also “Fix position on page”.
  - f. Multiple figure/table captions can be created by copying and pasting the appropriate field ([Insert figure/table caption here]) below all your figures/tables. The correct positioning of figure/table captions has to be checked as the very last step, as any subsequent insertions or formatting changes can cause figures/tables to move away from their associated captions.
  - g. References are formatted according to the style of Contributions to Mineralogy and Petrology. For detailed instructions see:  
[http://www.springer.com/earth+sciences+and+geography/geology/journal/410?detailsPage=pltc1\\_1060597](http://www.springer.com/earth+sciences+and+geography/geology/journal/410?detailsPage=pltc1_1060597)
- Long abstracts are **limited to 3 pages** (including figures and references).
- Save your Word document and convert into a pdf file. If you have no access to Adobe Acrobat Professional, a free pdf printer is available at:  
<http://www.cutepdf.com/Products/CutePDF/writer.asp>
- Check the pdf file for errors (the authors remain responsible for all content and formatting errors)
- The filename must be **11IKC-XXX.pdf** with XXX standing for your abstract number
- Only this pdf file is submitted through 11 IKC website