

**INSTRUCTIONS FOR THE PREPARATION OF EXTENDED  
ABSTRACT**

1. All extended abstracts should be prepared using the Microsoft word template which can be downloaded from <https://www.nafems.org/events/nafeems/2022/nafeems-uk-conference-2022/authors/>.
2. Abstracts which are not submitted in MS Word format, using the conference template provided, will be automatically rejected and resubmission requested. PDF is NOT acceptable for submission.
3. It is VITAL that the name of your manuscript file matches your submission ID. Therefore, your manuscript file should be named UK22-xxx.doc or UK22-xxx.docx
4. If your extended abstract is accepted, the abstract included at the beginning of your submission will be published in the event proceedings.
5. Pages should not be numbered, as the publishers will do this.
6. The language of the conference is English
7. Please note that all documents should be carefully examined for grammar and spelling as this can cause unnecessary time being spent prior to acceptance of final abstracts
8. Affiliations must be provided on your submission – please see examples in template
9. Software, hardware products or vendor names **must not** be mentioned in the title of the presentation, they will be removed.
10. Maximum length: 4 pages.
11. The extended abstract and presentation should be technically focused and based on industrial applications. **Commercial presentations will be rejected.**
12. Abstracts which simply reproduce established knowledge or documented material will not be accepted.
13. Figures and Tables in numerical order must be integrated into the text, not appended to the end of the submission. They must be of a standard suitable for reproduction. Each Figure and Table must have a number and title, as per the template.
14. Symbols should be defined where they first appear in the text.

# NAFEMS Regional Conference 22 UK

## AUTHOR INSTRUCTIONS



15. Footnotes should be affixed to the bottom of the page. They should be referenced by a superscript number enclosed by parentheses in the text. Use Roman numbers for footnotes.
16. Equations should be numbered. The equation number should be enclosed in parentheses.
17. Each presentation will be allocated a 25-minute period in the conference agenda. To maintain the schedule necessary, presenting authors are urged to time their talks such that a few minutes are reserved for short questions. Since each accepted extended abstract will be available to participants in the form of the complete conference proceedings, the presentations should concentrate on communicating only the major features of the work.
- 18. You must e-mail your extended abstract to [uk22@nafems.org](mailto:uk22@nafems.org) by Tuesday May 3rd 2022 at the very latest.**
19. Authors are required to register online for the conference - you can register at <https://www.nafems.org/events/nafems/2022/nafems-uk-conference-2022/>. Please note that the proceedings will only contain abstracts from authors who have completed their registration for the event.
20. Submissions will only be accepted if they are provided in the correct format, using the templates provided and adhering to all these instructions.
21. Please complete your biography using the form provided.
22. Please note that a maximum of two presentations may be made at the event, by each speaker.