

Title

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1. INTRODUCTION

The text should be written on one side of the white paper sheet size A4. A file in MS Word (*.doc) or Adobe Acrobat (*.pdf) containing the abstract should be e-mailed to the Conference secretariat (joseeugenio.ortiz@upm.es) prior to 30 April 2010, indicating the Conference Topic. The following instructions concern setup of the MS Word editor.

Note that an appropriate language (English) must be chosen. **Please, do not insert page numbers.**

2. PAGE AND TEXT LAYOUT

2.1. Page layout

The following page setup should be applied:

- paper size: A4,
- margins: top, bottom, right, left - 2 cm.

Therefore, the text (with figures) should be contained inside the 170 x 257 mm rectangle.

Text layout

The text layout should be conformable to the present document. An electronic version of this document, available on the conference web page (www.sedpgym.org/inhigeo2010.htm), should be used as a document template. The following document has been prepared using MS Word editor and it contains the set of basic styles, useful for the document preparation.

The title should be written in one column mode, using capital letters, Times New Roman font, bold, 12 point size. The title should be aligned to center, without indentation of the first line.

The author (authors) surnames and family names should be written with 11 points Times New Roman font. Their home institution name and address and e-mail address should be written with 9 points Times New Roman font.

The basic part of the abstract, written with 10 point Times New Roman font, should be formatted in two 76 mm wide columns, separated by 12 mm space. Full justification of the text should be used.

Each paragraph should begin with an indent. Single line spacing should be used, with no extra space before and after a paragraph.

Main chapter headings, typed with 10 point bold Times New Roman font, capital letters, should be numbered, without first line indent. Titles of subchapters (if necessary), should be typed with 10 point bold Times New Roman font.

Single line extra space should be applied between:

- title and body of the chapter,
- last line of a paragraph and subsequent chapter title,
- chapter and subchapter titles,

No extra space between the subchapter title and its body is required.

2.2. Tables, figures

Tables and figures should be numbered, with appropriate captions. Uniform, single-level numbering (separate for tables and drawings) should be used.

Captions should be typed with 10 p. italic Times New Roman font, and centered in the columns without the first line indent. If necessary, they may comprise two columns.

Table legend should be placed above the table, with no extra space between the caption and the table, whereas a single empty line should be inserted between the table legend and the preceding text. The same space should be applied between the table bottom edge and the subsequent text. Figure caption should be placed below the figure. It should be both preceded and followed by a single empty line.

Special attention should be paid to the readability of the figure details, particularly to the size of numbers and letters. Conference proceedings will be published using the black and white printout technique. Please, take it into account while preparing figures and plots (it may be advisable to use a few shades of gray color, various types of dotted lines, inserting descriptions close to particular plots etc.).

References belong in an unnumbered chapter, placed at the end of the abstract, as shown in the example below and typed with 8 points Times New Roman font.

REFERENCES

- [1] Nott, C.J., et al. (2000). *Org. Geochem.* 31, 231-235.
- [2] Tertian, R. & Claise, F. (1982). *Principles of Quantitative X-Ray Fluorescence Analysis*, Heyden & Son Ltd. London.