**TCES Members – Steps for submitting abstracts to TCES-UKSB 2019**

**Please be aware that all abstracts are published in the European Cells and Materials (eCM) Journal. Hence, abstract submission must follow their template guidelines. Your abstract will be accepted on the Ex Ordo site as PDF only, so please follow these instructions.**

**1. Please download the abstract template from our website**

[www.nottingham.ac.uk/go/TCES-UKSB/documents/abstract-template-tces-2019.doc](http://www.nottingham.ac.uk/go/TCES-UKSB/documents/abstract-template-tces-2019.doc)

**and follow these guidelines:**

*All instructions must be adhered to in their entirety. The required styles illustrated in the Microsoft Word document for ‘Abstract Template’ must be used as a template for production of abstracts, by replacing the relevant text with your own, and cutting and pasting of unformatted text to maintain the present format.*

*All abstracts must be formatted to a****single A4 page****(210 x 297 mm) (size-restricted, not word limit-restricted). The top margin should be set to 15mm, bottom margin to 25mm, and left and right margins to 20mm. The entire document is set to 2 columns with 10mm of intercolumn spacing (giving a column width of 80mm). The body of the document should be set in 11 pt Times New Roman, justified, with single line-spacing. Do not use fonts other than Times New Roman or Symbol in the document (including equations and figures). Title should be in****bold****, styled as shown. Authors should be listed consecutively by initials and last name, punctuated as shown. Authors may be hyperlinked to the e-mail address (as shown). Affiliation should be indicated with superscripted suffix Arabic numerals. Do not append degrees, professional designations, etc., to names. Affiliations should be listed consecutively and may be hyperlinked to a webpage (as examples above). Sample reference entries [l-3] are given in the References section. References should be set as one block, as shown and a maximum of four references may be used.*

*Figures should use Figure style and have the caption below them. Tables should use Table style and have the caption above them. Scanned figures should have a minimum resolution of 200 dpi for an 80 mm figure width.*

*Please do not alter header or footer in the Word Template.*

*Please note this is how the template exists already, so you just need to replace contents.*

**2. Convert your Word Document to PDF and save it.**

**3. Register/log onto dashboard of Ex Ordo to submit your saved PDF file.**

<https://tces-uksb2019.exordo.com/>

You can edit or resubmit your abstract until the Abstract submission deadline of 5th April 2019.

**4. Please ensure you have also registered to attend the conference on our website:**

www.nottingham.ac.uk/go/TCES-UKSB/registration.aspx

Please note that abstract decisions are subject to registration on the above site being complete.

**The responsibility for format and content quality (particularly images) in each abstract lies with the authors. The organisers will not be able to help with changing content after the PDF has been uploaded onto the Ex Ordo site, so please check your PDFs before submitting on that site.**

If you have any questions during this process, please contact tces-uksb@nottingham.ac.uk