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

**Please be aware that all abstracts are published in a formal conference booklet (ISBN identified). Hence, abstract submission must follow the appropriate template guidelines. For the ISBN booklet, we require abstracts as word documents so please ensure that you submit your original word document in Ex Ordo. For abstract submission and reviewing, we also require submission of a PDF so please follow the instructions below.**

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

[www.nottingham.ac.uk/go/TCES-UKSB/documents/abstract-template-uksb-2019.doc](http://www.nottingham.ac.uk/go/TCES-UKSB/documents/abstract-template-uksb-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 20 mm, bottom margin to 20 mm, and left and right margins to 20mm. The body of the document should be set in 10 pt Times Arial, justified, with single line-spacing. Do not use fonts other than Arial or Symbol in the document (including equations and figures). Title should be in****bold capitals****, styled as shown. Authors should be listed consecutively by first name, initials and last name, punctuated as shown. The corresponding author email should be indicated and email address included (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.*

*The abstract should appear in single column type as per the template. It is necessary to adhere to this template as all abstracts will be reproduced in the abstract booklet to A5 size. This will ensure that your abstract is legible for other delegates to read at the conference. Sample reference entries [l] are shown in the References section. References should be set as one block, as shown and a maximum of four references may be used.*

*Figures and Tables should be used only when necessary to substantiate results. It should be noted that abstracts will be reproduced in black and white for the ISBN booklet, so images, especially those such as fluorescent images and graphs with multiple lines, should be adjusted accordingly. It may be necessary to adjust the file size of images in order that the size of your final document is 2 Mb or less. 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. Ensure you have saved your word document abstract file with your Surname and Institution.**

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

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

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

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

**5. Please also submit your original Word document in Ex Ordo when requested to do so.**

**6. 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 document has been uploaded onto the Ex Ordo site, so please check your documents before submitting on that site.**

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