

Layout instructions for the extended abstract for the SETAC Europe 16th LCA Case Studies Symposium

To ensure uniformity in style and **layout** throughout the proceedings, please follow the **instructions** carefully (please use the **template file** which can be downloaded from http://lcapoznan.setac.eu/embed/LCA/LCA_extended_abstract_template.doc)

New document in Word

Paper size: A4
Margins: Top 2 cm
Bottom 2 cm
Left 2 cm
Right 2 cm
Gutter 0 cm
Header 1 cm
Footer 1 cm
Spelling British English
Line spacing Single

Title: **Arial, 16 points, bold, center aligned, spacing after: 12 pts**

(write as a regular sentence so use capitals only where necessary)

Author(s)^{1,2,3}: Arial, 12 points, center aligned, spacing after: 12 pts
Underline presenting author, use numbers in superscript to designate authors' affiliations, use authors' complete names

Affiliation(s)^{1,2,3}+ contact info: Arial, 10 points, center aligned
E-mail contact: Arial, 10 points, center aligned
write only the e-mail of the author to whom correspondence may be addressed, write e-mail address as hyperlink

Line under these coordinates: format border, line bottom paragraph, 10pts under text

Subtitle 1: **Arial, 12 points, bold, left aligned, spacing before: 18 pts, spacing after: 6 pts**

Subtitle 2: **Arial, 11 points, bold, left aligned, spacing before: 12 pts, spacing after: 6 pts**

Subtitle 3: **Arial, 10 points, bold, underlined, left aligned, spacing before: 9 pts, spacing after: 6 pts**

Text: Arial, 10 points, single line spacing, justified, spacing before: 0 pts, spacing after: 6 pts

Write in simple declarative sentences. SETAC Europe does not have a technical editorial staff to rewrite manuscripts; therefore, contributions must conform to the accepted standards of English style and usage upon submission.

Stressing words in text: Arial, 10 points, italics (not bold)

Figure / Table: Center aligned, text wrapping: in line with text

Figure / table caption: ***Arial, 8 points, bold italics, centered – always numbered/with ref. in text, spacing before: 0 pts, spacing after: 6 pts***

References: Arial, 10 points, single line spacing, justified

Cite by number in square brackets in order of mention in the text. Number references cited in tables last. Group full references at the end of the paper.

Examples of Appropriate Reference Formats:

Books. Author AB, Author CD. 1998. Title of book. City (ST), Country: Publisher. 00 p.

Book articles. Author AB, Author CD, Author EF. 1998. Title of article. In: Anderson AB, Jones CD, Smith EF, editors. Title of book, 2nd ed. City (ST), Country: Publisher. p 00-00.

Computer programs and databases. Author AB. 1998. ACRONYM title database, version. City (ST), Country: Publisher.

Journal articles. Author AB, Author CD, Author EF. 1998. Title of article. J Agric Food Chem 22:11-33.

Proceedings. Author AB, Author CD. 1998. Title of article or presentation. In: Proceedings Name of Meeting; Date (year day–day month); City, ST. City (ST), Country: Publisher. p 00-00.

Reports. Author AB. 1998. Title of report. City (ST), Country: Agency. Contract report EL-93-2.

Theses. Author AB. 1998. Title of thesis [thesis or dissertation]. City (ST), Country: University.

Web sites. Author AB. 2004. Title. www.address.com. Accessed Day Month Year.

ASTM. [ASTM] American Society for Testing and Materials. 1998. Standard practice for conducting toxicity tests with fishes, microinvertebrates and amphibians. In: ASTM. Annual book of ASTM standards, Volume 11.04. Philadelphia (PA), USA: ASTM. E 729-90. p 272-296.

USEPA. [USEPA] U.S. Environmental Protection Agency. 1986. Quality criteria for water: 1986. Cincinnati (OH): USEPA. EPA 440/586/001.

Extended abstracts should be maximum 2 pages! Do not include page numbering!

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