AUTHOR INSTRUCTIONS FOR ABSTRACT SUBMISSION

Please print these instructions and have them close by for reference when you submit your abstract online.

You will need to upload a Microsoft Word version of your abstract when you submit online. Please use the Abstract Template provided. You will also need a short biography (max 50 words).

Abstract Submission Deadline: Friday 4 December 2026
Presenter Notifications: Friday 5 March 2027

FORMATTING OF ABSTRACTS

Please note that these formatting guidelines refer only to the Microsoft Word version of your abstract, which will be uploaded as part of the submission process. Prepare your abstract in this Microsoft Word format and save to your computer before starting the online submission process.

All abstracts need to be submitted in the same format. A template is provided to assist with formatting. All abstracts should be created in Microsoft Word, A4 paper size, Arial font, single spacing, right and left justified for body of text. Abstracts should be a maximum of **300 words**.

Title

The abstract title should be short (*strictly no more than 12 words*), informative and contain the major key words. It should be in Arial, **BOLD,** 14 pt size, and centre aligned. The abstract title should be in initial capital/lower case, not all capitals.

Authors

Abstract Titles should be followed by authors' first initial then surname (with the presenting author/s in **bold**). These should be in Title Case, Arial, 12 pt size, and left aligned. Superscript numbers must be used to indicate the author's institution or organisation, followed by city and state (**in this order**). ***Do not include degrees or professional titles (e.g. Dr, Prof., etc) or post nominals.***

See example below:
B Smith[1], M Pattermore[1,2], L Ward[2]
[1]University of Sydney, Sydney, NSW
[2]University of Queensland, St Lucia, QLD

Abstract text

- Abstract text must be in Arial, 12pt size, single-spaced and justified.
- Sub-headings eg Introduction, Method, Results etc may be included if required, however they will be included in the word count.
- Abstracts are to be a maximum of 300 words, including references.
- Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at the first mention and follow with the abbreviation in parenthesis.

Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.

- There is to be a maximum of 2 references. References should be listed at the bottom of the page, in sentence case, Arial, 10 pt size and justified. Please do not use footnotes or superscript numbers within the body of your abstract.
- Capitalise the first letter of trade names.
- Do not include images, graphs, tables etc. Text only.

HOW TO SUBMIT YOUR ABSTRACT

Abstract submission will only be accepted via the conference website:
www.australiancoastalconference.com.au

To submit your abstract online you will need the following:

- Your abstract, prepared in Microsoft Word adhering to the formatting guidelines listed above
- Your brief biography (50 words or less).

Please note that the main presenting author must be the one to submit the abstract.
This is the person all correspondence will be sent to, and, if accepted, this is the name that will appear in the conference program. If your abstract is accepted, you will have the option of adding one co-presenter.

To submit your abstract online, please visit the conference website www.australiancoastalconference.com.au and click on the "**SUBMIT YOUR ABSTRACT**" link. Follow the prompts to create an account, then follow the instructions.

Assistance

If you have any queries or require assistance with the abstract submission process, please contact East Coast Conferences:

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