**2014 FLOOD FORUM OF VICTORIA**

**ABSTRACTS TEMPLATE**

1, 2, 3

1

2

3

**Instructions:**

* Save this file as a MS **Word** document to your desktop
* Please only capitalise the first word and pronouns in your Presentation Title
* Make sure you include all the authors and their organisation details in the abstract
* Highlight the presenting author by making his/her name bold
* Email completed Abstract to: michelle.kelly@depi.vic.gov.au

**Text**

* Use “**Times New Roman**” for all text including titles. Left align all text.
* Use the **Normal** style for all text (style-normal) where possible in preference to "Body text" styles. Normal text should be 11 point with single line spacing.
* Do not indent the first line of a paragraph.
* Margins should be set at 2 cm all round.

**Headings and sections**

**Presentation title:** 14 point, bold, sentence case (capitals for proper nouns only). Leave one blank line below the title.

**Authors' names:** 11 point. First name or initials should come before the family name for each author. Highlight the **presenting author** in bold. Use superscript capital letter to indicate different affiliations. Leave one blank line below the author’s names.

**Authors’ affiliation:** 9 point, sentence case (capitals for first letter and proper nouns only), provide email address of first or presenting author and each affiliation defined by a superscript capital letter**.** Leave one blank line below the author’s affiliation.

**Authors’ Biography:** Please include in the same document as your Abstract, a brief 75 word biography for each Author