

# Abstract Submission Guideline

## Instructions & Policies 2017

### 1) Abstract Submission Instructions

#### 1. Online Web Submission Process:

- Abstracts must be submitted online via the Graphene Week (GW) abstract submission website. Paper abstracts are not accepted.
- To speed up the submission process, use whether LaTeX format or the Microsoft Word Template to create the final document.
- Please follow the instructions on each web page of the abstract submission form carefully

#### 2. Attach PDF Document:

A PDF file of the abstract presented must be attached to the submission. This file will be used to produce the GW Abstract Book. Applications without a PDF attachment will be rejected.

#### 3. Abstract Length & Font:

Please use A4 (210 mm × 297mm) paper size. The abstract should be at least 200 words, but not exceeding one A4 page, including figures, with page margins of 25 mm all around. Use font type Arial, with single spaced lines.

Title of the paper (14 points, Arial, bold) is followed by one blank line. The presenting author's name should be underlined. Author's affiliations (12 points, Arial, italic, centred).

Abstract text (10 points) in paragraphs is not indented, only separated by one blank line. References should be indicated in the text in brackets and listed at the end of the paper (10 points) (e.g.: Wang et al., 2009).

Acknowledgement may be inserted as the last paragraph of the text body.

#### 4. Recommendations

If English is not your native language we recommend that you have your abstract reviewed by a native speaker before submission.

#### 5. Submission Confirmation

After submission of the abstract, a confirmation email will be sent to the abstract submitter. In order to receive confirmation, please ensure that emails from GWabstract@meetx.se are not marked as spam by your e-mail provider.

#### 6. Prizes

During the poster sessions 3 posters are selected based on the criteria of scientific interest and quality of the presentation. The Best Poster Award, consists of a certificate and prizes to be defined by the GW2017 organisers.

#### 7. Grant Application Process

Abstract authors interested in applying for a scholarship must complete a full scholarship application, available through the conference profile from mid of May 2017 onwards.

## 2) Abstract Submission Policies

1. **Multiple abstract submission:** Invited speakers and delegates are allowed to present only one abstract for each presenting author.
2. **Withdrawing an Abstract:** If an invited speaker accepts an invitation to present but is later unable to do so, the speaker must contact the [event@graphene-flagship.se](mailto:event@graphene-flagship.se).
3. **Presentation Time:** At the GW meetings, an invited paper is usually given 17 minutes for presentation plus 3 more minutes for questions. Unit meeting presentation times vary.
4. **Abstract Review:** All submitted abstracts will go through a blind peer-review process carried out by an international reviewing committee. Each abstract will be reviewed by at least three reviewers.
5. **Abstract Selection:** The Scientific Programme Committee makes the final selection of abstracts to be included in the conference programme. Abstracts can be selected for oral presentation in oral sessions or to be presented as a poster. A small number of highest-scoring posters are selected for presentation in oral poster discussion sessions, whereas majority of the posters will be displayed in the Poster Session.
6. **Notification of Acceptance or Rejection to Corresponding Author:** Notification of acceptance or rejection will be sent to the submitting (corresponding) author on 30 May 2017. Please note that only the corresponding author will receive mail concerning the abstract and is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions for the presentation of them.
7. **Publication of Accepted Abstracts:** The submission of the abstracts constitutes the authors' consent to publication. If the abstract is accepted, the authors agree that their abstracts are published under the Graphene Week Abstract Book.
8. **Poster Sessions:** Authors of abstracts assigned to poster sessions should make sure that the title and content of their posters correspond to the title and content of the abstract printed in the online program.
  - The poster board can take an A0 poster in 'Portrait' layout (A0 prints measure 841mm x 1189mm), unless otherwise indicated by the program organizers.
  - The poster is printed by the authors.
  - When designing your poster, remember that attendees may be viewing it from a distance.
  - No audio-visual equipment is allowed in poster sessions, unless otherwise indicated by the program organizers.
  - Stay with your poster during author attendance times.
9. **Copyright Notice:** Abstracts should not include libellous or defamatory content. Material presented in abstracts should not violate any copyright laws. If figures/graphics/images have been taken from sources not copyrighted by the author, it is the author's sole responsibility to secure the rights from the copyright holder in writing to reproduce those figures/graphics/images for both worldwide print and web publication. All reproduction costs charged by the copyright holder must be borne by the author. Authors who submit to this conference retain copyright over their work, while allowing the conference to place this unpublished work under the care of a PCO service provider.
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