INSTRUCTION MANUAL TO ABSTRACTLOGIC FOR AUTHORS AND SUBMITTERS

Abstract Submission

- There are a total of 4 pages in the submission process – please complete all the 4 pages to ensure that your abstract has been submitted successfully to the AbstractLogic system.
- Instructions are stated in every webpage and they are quite easy to follow.
- Please complete all fields marked (*) as these are required for administration.

1.1. The 1st page is the Personal Particulars of the Corresponding Author. The corresponding author can be the main author himself/herself or can be a person submitting the abstract on the behalf of the main author. All correspondence for the conference will be sent to the corresponding author only.

1.2. After filling in the required details, please click NEXT at the bottom of the page to go to the 2nd page.
2.1. The 2nd page is the Details of Your Abstract. This is the page where you would need to enter the full contents of your abstract.

**Submission Procedures**

- You are invited to submit an extended abstract, whether you intend oral or poster presentation.
- Extended abstracts are limited to 3000 characters of text (figures and tables don't add to the character count).
- Abstract that must contain adequate information to allow a sound review: an introduction, concise details of methods and results, and conclusions.
- To be accepted for the Conference, submissions must report work that is novel, correct and well described, and of interest to Conference participants. Submissions must contain original data and meet international ethical standards. Selection criteria include high technical quality, relevance to the Conference themes, and significant information content. Abstracts that are deemed commercial in nature will not be accepted.
- Abstracts that are deemed commercial in nature will not be accepted.
- The submission deadline for extended abstracts is 2nd February 2015. Submissions will be peer-reviewed and authors will be notified of the decision on their paper following the final meeting of the Programme Committee in April 2015.
- Submission Process Steps

The following sequence of actions is the only method for submitting material for oral or poster presentations at the Conference.

You will now be asked to enter:

1. The title of your abstract (max 100 characters).
2. The text of your abstract (3000 characters maximum). Figures and tables need to be uploaded as separate files (images as a jpeg, gif or tiff file, maximum size is 500 kb). Only up to 2 figures and 1 table will be allowed.
3. A list of references in specified format.
4. Supplementary material if any.
5. The conference theme that is most appropriate for your abstract (make selection from the available options).
6. Presentation type (oral or poster presentation).
7. Keywords to help classify your paper (3-6 in number).
8. Details of co-authors, if any.
9. Nomination of presenting author

**NOTE:** Please carefully read through your submission before submitting it.
2.2. AbstractLogic uses the HTML coding so specific functional buttons ('Insert character' and 'Insert formatting') have been provided to enable formatting of the abstract by the Author.

![Abstract Formatting Screenshot]

2.3. Instructions on typing your abstract with the HTML coding into the text field given have been stated clearly below. *Failure to follow the instructions would result in your abstract appearing as one long text in a single paragraph in the final layout of your submission.*

2.4. Your abstract text should be structured as follows: (1) SUMMARY, (2) INTRODUCTION, (3) METHODS/MATERIALS, (4) RESULTS AND DISCUSSION and (5) CONCLUSION. A well-detailed abstract will enable the reviewers to gain a better understanding of your project and will work in your favor during the review process.

NOTE: Please read through your abstract carefully before submitting

Press on "Preview" at the bottom of the form to view how the abstract will look like.

Abstract Title:
The Abstract Title can be in mixed letters.

IWA HQ Testing For <B>SIWW2014</B>

**TIPS using the formatting codes in your abstract text:**

1. To bold the text *Summary*, insert "Bold start", type "Summary", then insert "Bold end". The text will appear in the field <B>Summary</B>.
2. To start a new paragraph, insert "New Paragraph" at the beginning of your text.
3. To line space, insert "line break" at the beginning of your sentence that you like to start on a new line.<BR>When accessible, it is discharged into sewage plants for co-treatment aiming to stabilize it.
2.7. References should be numbered and arranged according to the alphabetical order by the main author’s last name. Use line break <BR> to separate the references.

References
The references should be numbered and arranged according to the alphabetical order by the author’s last name. For Example:


2.8. For themes, please choose 2 topics / sub-themes which you would like to submit your abstract in

Theme
The 17th IWA International Conference on Diffuse Pollution and Eutrophication 2015 invites submission on below themes and topics:
1. Pollutants and sources of diffuse pollution in surface and ground waters
2. Diffuse pollution (nutrients, carbon, heavy metals, ...) from agriculture and forestry
3. Diffuse pollution (nutrients, carbon, heavy metals, ...) from urban areas and mining
4. Diffuse pollution under global changes
5. Nutrients and eutrophication issues
6. Surface waters under multiple stress
7. Modelling and monitoring
8. Policies, regulations and education to control diffuse pollution
9. Integrated watershed management towards controlling diffuse pollution

Please select 2 of the preferred topics in the above related themes for your outline paper:

- [ ] Topic 1: Modelling and monitoring
- [ ] Topic 2

--- No topic selected ---
2.8. For **presentation format**, please indicate whether you would like to submit your abstract for an oral or poster presentation.

2.9. **Keywords** are expected for every abstract. Please enter up to 6 keywords and they must be in alphabetical order with each keyword separated by a ",".

```
Presentation Format:
Please select your preferred presentation type from the options in the drop down box:
Preferred Type * Oral presentation
Keywords
3-6 keywords (in alphabetical order) which will enable subsequent abstracting or information retrieval systems to locate the paper
Keywords

Decentralised systems, Innovation, Technology, Water;
```

2.10. If you would like to upload your appendices or other supplementary materials to your online abstract, you can do so by clicking **ATTACH** at the bottom of the page. One (1) attachment is allowed per abstract submission and it must be in Microsoft Word or PDF file format, less than 2MB in size.

2.12. After filling in the full contents of your abstract, click **PREVIEW** first to view the final layout of your abstract and check that the layout is satisfactory to you. **Do bear in mind that the reviewers will be reading your abstract and hence the final layout must be easily read by the reviewers.** You can continue to edit and **PREVIEW** until you are happy with the final layout.

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2.13. After ensuring that the final layout of your abstract is in order, click **NEXT** to go to the 3rd page.
3.1. The 3rd page is the Details of ALL the Authors of the Abstract. This is where you will need to fill in the details of all the authors who have contributed to your abstract.

3.2. If you are the only author for your abstract, you will automatically become the presenting author of your abstract for the conference. You can proceed to click NEXT without having to complete this page.

3.3. If you are not the only author, please fill in the details of each contributing author one by one and make sure that you click SAVE to ensure that each author profile has been saved successfully into the AbstractLogic system.

3.4. If you (the corresponding author) are not the presenting author, please indicate which author will conduct the presentation by clicking the box for PRESENTING AUTHOR before saving the author profile. Each abstract can have up to 2 presenting authors.

3.5. Click PREVIEW first to check whether all the authors' details have been entered correctly into the system and your abstract. If incorrect, you can choose that particular author profile and click EDIT to make the necessary changes. Remember to click SAVE afterwards to ensure that the changes have been made successfully.

3.6. In the case that a contributing author would like to withdraw from your abstract, you can click DELETE to remove that author profile.

3.7. After verifying the authors' details, click NEXT to go to the 4th page which is also the last page.
4.1. The 4th page is the last page of the submission process and is the Summary of your Abstract Submission. It is also the Acknowledgement page from the conference committee that we have received your abstract. The acknowledgement page would show all the contents filled in by you in the previous 3 pages.

4.2. Do check that all information has been entered correctly. If you detect a mistake, you can click BACK to go back to the affected page to make the necessary changes.

4.3. Your log-in details are also provided in the acknowledgement page. You will need the log-in details to log into the Submitter/Author account to gain access to your abstract and edit/finish your abstract. The log-in details are unique to one author only so please keep the information in a safe place.

4.4. At the bottom of the acknowledgement page, there is a section on important information and key dates for you as the corresponding author to take note of. The corresponding author would need to keep all the authors of the abstract informed to ensure no lapse of communication between the authors and the conference committee.
Complete Submission
To ensure that your paper is successfully submitted to the conference system, please tick on the boxes for “I would like to receive an email confirmation” and “I accept the terms and conditions of submission”. Please remember to click the “Finish” button at the end of the page.

☐ I would like to receive an email confirmation
☐ I accept the terms & conditions of submission

CLICK OK to submit another abstract or to edit and complete this abstract.

< Back Next >

4.5. To ensure that your abstract has been successfully submitted to the AbstractLogic system, please click that you accept the terms and conditions of submission and click FINISH.

4.6. An acknowledgement email will be sent to the email address provided by you in the 1st page of the submission process. Your completed abstract in PDF file format will be attached in the email reflecting your user log in and password for access to your submission.
5. Abstract Editing

- You can edit your submission and/or submit another abstract any time before the closing of Call of Papers.

5.1 Please key in your user log in and password to access your submission. The password field is caps sensitive.

5.2 Select any of the function you wish to work on by clicking onto the links
5.3 Edit your abstract

Editing of your abstract will be through the submission form that you have completed previously. Please refer to points 1 to 4 in page 1 to 8 for more information. Once you have finished editing your abstract, you will receive an acknowledgement email from the system with the revised abstract in pdf file attached.

5.4 Final layout Submitted Abstract

You will be able to preview the final layout of your submitted abstract which will be viewed by the reviewers.

5.5 To Submit another Abstract

It is same submission process which you have completed previously

The page 1 of the submission form will reflect the corresponding author details which you have provided. Should the information remain the same, click Next to move to page 2. The form from page 2 to 3 will be empty. Please refer to points 2 to 4 in page 2 to 8 on how to complete the submission form.

Once you have finished editing your abstract, you will receive an acknowledgement email from the system with the new abstract in pdf file attached.

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**ABSTRACT SUBMISSION**

- Please complete all fields marked (*) as these are required for administration
- Please use title to name your file and Staff Only is shown to the previous line
- For more information about the IWHP 2019 Water Convention please click here

**Personal Details of the Corresponding Author**

<table>
<thead>
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<th>Title</th>
<th>First Name</th>
<th>Last Name</th>
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**Abstract Title:**

The Abstract Title can be in mixed letters.

**Abstract:**

Guidelines for Abstract Submission:

1. Abstract must contain original data extracted from submitted full paper.
2. Abstract may only be submitted via Internet but the form for structured text.

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**Submission Procedur:**

- Authors may submit abstracts for oral and poster presentations
- Abstracts are to be limited to the 144 to 200 words of subject table and tables and must contain adequate information to allow a decision to be made on whether the abstract is to be included in the conference program
- Abstracts should be clearly marked as such and include a brief summary of the purpose of the study and the main results
- Authors are encouraged to submit full papers and to submit abstracts and include a summary of the main results
- Full papers will be reviewed and accepted for publication in the IWA journal "Water Practice Technology"
- Further information regarding publication in IWA Water Practice and Technology, or for abstracts submitted for the conference can be found at: [www.waterpractice.org](http://www.waterpractice.org)