

Instructions for 12 IKC Long Abstracts

- Download the files 12_IKC_Long_Abstract_Template_Example.docx and 12_IKC_Long_Abstract_Template_Example.pdf.
- View the 12_IKC_template-example.pdf and the general lay out will be self-explanatory. The template operates based on “Styles”, displayed in the upper right of the “Home” tab. By marking a section of text and selecting the appropriate style, the correct formatting is achieved. If you are using a text editor other than MS-Word, the correct fonts and formats are given in the example file.
- Open 12_IKC_template.docx (for some versions of Office you may need to right click on the template and then choose “open”).
 - a) In the “header” (double click on the header to edit) you need to insert the 5-digit abstract number noted on your acceptance letter.
 - b) Through either typing or “copy” and “paste special – unformatted text” populate the various fields. If you lose the correct formatting, mark the relevant section and re-apply the correct Style from the Home tab. The text must be written in English.
 - c) Email addresses in affiliations: MS-Word, by default, converts email addresses into clickable hyperlinks (with a blue font and underlined). Press the “undo” arrow (top left in MS-Word) to reverse that. If several authors share a single affiliation, list their email addresses (separated by a comma) in the sequence of author order at the end of the shared affiliation. Note that only abbreviated affiliations and not full postal addresses are requested.
 - d) Paragraphs in the main body of text are separated by a blank line (no indentations).
 - e) Insert your figures and tables in the text. You may wish to select in “Layout Options”: “With Text Wrapping – Top and Bottom” and possibly also “Fix position on page”.
 - f) Multiple figure/table captions can be created by copying and pasting the appropriate field ([Insert figure/table caption here]) below all your figures/tables. The correct positioning of figure/table captions has to be checked as the very last step, as any subsequent insertions or formatting changes can cause figures/tables to move away from their associated captions.
 - g) References are formatted according to the style of Contributions to Mineralogy and Petrology. For detailed instructions see: [Contributions to Mineralogy and Petrology | Submission guidelines \(springer.com\)](https://www.springer.com)
- Long abstracts are limited to 3 pages (including figures and references; page size is Letter).
- Save your Word document as a pdf file.
- Check the pdf file for errors (the authors remain responsible for all content and formatting errors)
- The filename must be **12IKC-XXX-2024.pdf** with XXX standing for your abstract number which was provided as a result of your Short Abstract submission
- Only this pdf file is submitted through 12 IKC website