Formatting Instructions for Final Papers

Submission deadline	11:59 PM, March 9, 2018 (Eastern Standard Time)
Language	English
Content	Final papers should be a fully developed version of the successful abstract that was submitted, and more detailed than the presentation you will give during your scheduled session. If you require further guidance on what to include, please contact us on cfa@wgc2018.com.

Filename and Heading	• Final paper filenames should be structured as follows: "ID Number_Last name_First name.doc" e.g. "100_Smith_John.doc")
	
	N.B. *Your ID number can be found in your speaker confirmation email.*
	
	• Heading should be organized as follows:
	   o Author Full Name
	   o Position/Job Title, Organisation
	   o Session Title
	   o Paper Title

Paper format	• Font should be Arial type and 10-point font size • Paper size should be A4 (210x297mm) • Number of words: 20,000 (maximum) • Authors and their affiliations must be included • Must be submitted in a single **A4 Microsoft Word** document • All images and graphs must be included in the Word document • Word document should not exceed 10 MB
Text layout	The following format is recommended: • Introduction/Background • Aims/Objectives • Development/Methods (if applicable) • Results (if applicable) • Summary/conclusions

Other	Subheadings must be 10-point font size and bold. Please use simple paragraphs with a line spacing between each.
Abbreviations / Acronyms:	Should be spelt out in full when first mentioned, followed by the abbreviation or acronym in brackets. E.g. International Gas Union (IGU)
Restrictions	Please keep mentions of brand names to a reasonable minimum. Avoid company logos or branding where possible.