This is how you write your extended abstract title

First Author 1, Second Author 2\*, Third Author 3

1 First Department, First University, Address, City, Country

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Abstract: This should be informative and suitable for direct inclusion in abstracting services as a self-contained article. It should not exceed 250 words. It should summarise the general scope and also state the main results obtained, methods used, the value of the work and the conclusions drawn. No figure numbers, table numbers, references or displayed mathematical expressions should be included.

1. Introduction

This document is a template, an electronic copy of which can be downloaded from the DDI2024 website. For questions on extended abstract guidelines, please contact ddiabstracts@meetx.se

If your extended abstract does not meet all of the requirements, it will be “unsubmitted”. It is at the discretion of the Organisation Committee to decide if a submitted contribution that is “unsubmitted” is returned with a request for revision to address identified issues, or if it is simply rejected.

As you can see, we have in this template used the traditional Introduction, Method, Results, Conclusion top-level headings. The use of those is not a prerequisite, but they are recommended – at least there should be a (scientific) logic to the headings used. However, extended abstracts should always include an Abstract; an Introduction; a Conclusion and a References section.

1. ****Method****
	1. **Language, spelling and grammar**

All extended abstracts must be written in British or American English (but consistently one of them). If English is not your first language, you should ask an English-speaking colleague to proofread your abstract. Extended abstracts that fail to meet basic standards of literacy are likely to be unsubmitted by the Organisation Committee.

* 1. **Length**

Original abstracts submitted to DDI2024 should be at least 1000 words, but not exceed 1500 words. References, figures, tables, acknowledgement and text above the Abstract in this template are excluded from the word count. Figure and table captions are, however, included in the 1500 word-limit. There is thus no page limit for this extended abstract but the ratio of figures and tables versus text should be reasonable (with typically substantially less space occupied with figures than with text).

* 1. **Author names and affiliations**

Names and affiliations should immediately follow the title. To avoid confusion, the family name must be written as the last part of each author name and the first name should be spelt out rather than abbreviated (e.g., John A.K. Smith). Author details must not show any professional title (e.g., Managing Director), any academic title (e.g., Dr.) or any membership of any professional organisation.

For multiple-authored articles, list the full names of all the authors, using identifiers to link an author with an affiliation where necessary (e.g., John A.K. Smith1, Edward Jones2).

The full affiliations of all authors should then be listed. Affiliations should include: the department name; the name of the university or company; the name of the city; and the name of the country (e.g., 1Department of Electrical Engineering, University of Sydney, Sydney, Australia).

If an author's present address is different from the address at which the work was carried out, the current address should be given as a secondary affiliation (see affiliation 4).

Only the email address of the corresponding author is required and should be indicated with an asterisk \*.

* 1. Page Formatting

An easy way to comply with the requirements is to use this document as a template and simply type your text into it. Extended abstracts must be submitted in pdf-format.

* 1. Page Layout

Our extended abstracts are double column format; one column width is 8.6cm. All paragraphs must be justified, i.e. both left-justified and right-justified.

* 1. Text Font of Entire Document

It is recommended that standardised fonts such as Times New Roman and Arial are used with a font size of 10pt for the main text (see section on figure and table captions below).

* 1. Section Headings

All section heading should be numbered and no more than 3 levels of headings should be used. First Level Headings

The first level section headings should be in bold font (e.g., “**1. Introduction**”), with the paragraph starting on a new line.

* 1. Second Level Headings

The second level section headings should be in italic font (i.e., “*2.3 Section Headings*”. The paragraph should start on a new line.

* + 1. Third Level Headings:

The third level section headings should also be in italic font but should end with a colon (:). The text for that section should run on and not start as a new paragraph, but a new line.

1. Results
	1. Figures

Figures will be reproduced exactly as supplied, with no redrawing or relabelling. It is therefore imperative that the supplied figures are of sufficient quality. The preferred format is encapsulated postscript (.eps) for line figures and .tif for halftone figures with a minimum resolution of 300 dpi (dots per inch). With larger figures, please note that the editorial office may contact you to revise them to ensure they do not exceed half of a page, or so that they fill the entire page. This is because figures between these two lengths may negatively impact production later.

Graphics may be full colour but please make sure that they are appropriate for print (consider grayscale printing and those that are colour blind) and online (colour) publication. For example, lines graphs should be colour and use dotted or dashed lines, or shapes to distinguish them apart in print (see Fig.1). Each figure should be explicitly referred to in numerical order. A maximum of four subfigures will be allowed per figure.

Figures can span two columns but cannot exceed 17.5cm in width (see Fig. 2).

*a*

*b*

**Fig. 1.** Sample graph with blue (dotted), green (solid) and red (dashed) lines
**(a)** Caption for subfigure 1, **(b)** Caption for subfigure 2

The figures can be placed inside a text box (as Figure 1), or stand alone (stacked), as long as it looks similar to what is shown in Figure 1.

* 1. Figure Captions

Figure captions must be below the figure, in no smaller than 10pt italic font. If a figure has subfigures, all subfigures should also have a caption and should be identified by letters, for example, *a*, *b*, *c,* as shown above.

* 1. Tables

Tables should be formatted as shown in Table 1 with no column lines unless needed to clarify the content of the table. Row lines can be used to distinguish the column headings from the content of the table. Any tables larger than half a page should be placed in an appendix and the appendix cited within the main body of text, for example: “see Appendix A for table of results”.

If the table has four or five columns it should span the whole width of the page. These should also float to the top or bottom of the page instead of breaking up the main text.

* + 1. Table Captions

Tables must be numbered and cited within the text in strict numerical order. Table captions must be above the table and in 10pt *italics* font.

* 1. **Mathematics and equations**

When writing mathematics, avoid confusion between characters that could be mistaken for one another, for example the letter 'l' and the number one.

Refer to equations using round brackets, for example (1) followed by (2).

Equations should be capable of fitting into a two-column print format. If they do not fit into one column they should be floated to the bottom of the page or top of the next and cited in the text by, for example, “(see (3))”. All large equations must be numbered in order to avoid confusion between floated equations and they cannot exceed a width of 17.5cm.

**Fig. 2.** Sample graph spanning two columns

Vectors and matrices should be in bold italic and variables in italic.

If your extended abstract contains superscripts or subscripts, take special care to ensure that the positioning of the characters is unambiguous.

Exponential expressions should be written using superscript notation, that is, 5x103 not 5E03. A multiplication sign should be used, not a dot.

Inline equations can be used but if the equation is longer than a line it will need to be broken up in a suitable location to ensure the line spacing is not too large.

**Table 1** Example table caption

|  |  |  |
| --- | --- | --- |
| Column heading | Column heading two | Column heading three |
|  |  |  |
| Row 1a | Row 1b | Row 1c |
| Row 2a | Row 2b | Row 2c |
| Row 3a | Row 3b | Row 3c |
| Row 4a | Row 4b | Row 4c |
| Row 5a | Row 5b | Row 5c |
| Row 6a  | Row 6b | Row 6c |

* 1. Page Numbers and Footers

Page numbers should be used on all pages.

1. Discussion
	1. References

References are expected. Please add them as appropriate for the topic. Please note that tables, figures and equations should not appear in the middle of the references. If this happens white space should be used to avoid it.

* + 1. Referencing Style

You should use the [APA reference style](https://apastyle.apa.org/style-grammar-guidelines/references/examples). The reference list should be uninterrupted by figures, tables or equations.

Please ensure that all references in the Reference list are cited in the text and vice versa. Failure to do so may cause delays in the production of your extended abstract.

Please also ensure that you provide as much information as possible to allow the reader to locate the abstract concerned (while adhering to the APA style). This is particularly important for extended abstracts appearing in conferences, workshops and books that may not appear in journal databases.

Do not include references for extended abstracts that have been submitted and not accepted for publication. Extended abstracts that have been accepted for publication are allowed as long as all information is provided.

1. Conclusions

Please include conclusions.

1. Acknowledgments

Acknowledgements should be placed after the Conclusion and before the References section. This is where reference to any grant numbers or supporting bodies should be included.

References

Use a standard APA reference list here.

Appendix A

Additional material, for example mathematical derivations, tables and figures larger than half a page that may interrupt the flow of your argument should form a separate Appendix section (see Table 2). Do not, however, use appendices to lengthen your article unnecessarily as this section is included in the word count. If the material can be found in another work, cite this work rather than reproduce it. The appendix section should be in double column format and come after the references.

Appendices should start on a new page.

**Table 2** Example of large table

|  |  |  |  |
| --- | --- | --- | --- |
| Column Heading 1 | Column Heading 2 | Column Heading 3 | Column Heading 4 |
| Result 1 | 123 | 123 | 123 |
| Result 2 | 123 | 123 | 123 |
| Result 3 | 123 | 123 | 123 |
| Result 4 | 123 | 123 | 123 |
| Result 5 | 123 | 123 | 123 |
| Result 6 | 123 | 123 | 123 |
| Result 7 | 123 | 123 | 123 |
| Result 8 | 123 | 123 | 123 |