**Conference extended abstract template for authors**

X. Author1\*, Y. Author2, Z. Author1

1University Name, Department Name, City, Country

2Organisation Name, Department Name, City, Country

\*Corresponding author, e-mail: [name@domain.edu](mailto:name@domain.edu)

**Summary**

These instructions help you to prepare your extended abstract to the NVHH 2025 conference. Including the layout, illustration, text style and referencing guidelines are interpreted as your paper will appear in the proceedings. It is highly advised to follow these guidelines to keep uniformity between submissions as much as possible. Please send any comments or questions by e-mail to [NVHH@gpk.bme.hu](mailto:NVHH@gpk.bme.hu)

1. **Introduction**

The goal of this template is to achieve uniformity amongst the **extended abstracts** appearing in the NVHH 2025 Conference. The typography, layout and style used in these instructions are the same as you should use when preparing your abstract.

The abstract must be sent in MS Word docx or doc format and the final abstract **must not exceed two (2) pages** in length.

The official language of the Conference is English. Abstracts written in other languages will not be accepted.

1. **Authors**

The abstract title and authors should be exactly in the format as indicated in this template to maintain uniformity.

Affiliations of authors should be indicated by superscript numbers as in the example. Do not use academic titles (Prof. Dr. etc.).

1. **Paper formatting**
   1. **Print area**

The paper size is the A4 (210mm x 297mm). Set the page margins to 20 mm for the top margin and 18 mm for bottom, 20 mm for left, and 20 mm for right.

* 1. **Title**

Put the title directly under the top margin. The title should be in Times New Roman 14 point bold centred. Use capitals as indicated in the title of this example. The authors section should be in Times New Roman 10 point normal.

* 1. **Summary**

Your summary should not exceed 100 words. It should provide a brief introduction of the contents of your paper. Begin typing your summary 6 pt from the last affiliation. It should be centred across the page, indented 12 mm from the left and right page margins and justified. The heading Summary should be typed in Times New Roman 10 point bold font. The body of the abstract should be in Times New Roman 10 point normal.

* 1. **Paper body**

Begin typing your paper 70 mm from the top margin. Use a **one-column format**.

* 1. **Font and line spacing**

Times New Roman 10 font must be used. Please do not use other fonts. Follow this rule also in figures.

The line spacing should be set at single spacing ‘at least 10 points’. Leave 3 points after each paragraph.

* 1. **Headings and heading spacing**

We recommend using no more than three levels of headings, indicated in these instructions as Heading 1, Heading 2 and Heading 3. The styles for these headings are included in this Word template.

Avoid loose Headings to appear at the bottom of a page.

**Heading 1**

Indicating the major parts of your abstract, use the Heading 1 Style with numbering beforehand. This style is used for the following section headings in this text: Introduction, Formatting the abstract, etc.

The style for Heading 1 is Times New Roman 11 point bold. The numbering is used with a 5 mm hanging indent to accommodate the number and 3 point spacing after the heading.

* 1. **Heading 2**

To denote logical subsections of major sections, use the Heading 2 style. Number the subsections accordingly. In these instructions, for example, the subsections of Section 3 are numbered 3.1, 3.2, 3.3, etc.

The style for Heading 2 is Times New Roman 10 point bold with a 7.5 mm hanging indent to accommodate the number and 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

Figure 1: The NVHH 2025 logo.

*Heading 3*

To denote further divisions of a subsection, if relevant, use Heading 3. These divisions are not numbered. The style for Heading 3 is Times New Roman 10 point italic placed to the left margin, with 3 point spacing before and after the heading. Begin typing the text in the line beneath the heading.

1. **Mathematic expressions and equations**

Equations should be placed to the middle and numbered at the right margin.

|  |  |
| --- | --- |
| , | () |
| , | () |

For equation font sizes, use 10 point for full size, 8 point for subscript and superscript, and 6 point for sub-subscript and sub-superscript.

Use italics for variables (*u*); bold for vectors (no arrows) (**u**); bold italic for variable vectors (***u***) and capital bold (**U**) for variable matrices. Use ith, jth, nth, not ith, jth, nth. The order of brackets should be {[()]}, except where brackets have special significance.

1. **Figures and Tables**

Make sure that all graphical content is sharp and printable in sufficient quality (at least 300 dpi, CMYK). It is possible to use both grayscale and coloured graphics.

Lines should be thick enough to allow proper reproduction. When preparing figures and tables, make sure that all lettering inside the figure is no smaller than the size of the abstract text - 10 point.

Take care that figures copied from other sources do not contain Asian fonts!

Number figures and tables consecutively, e.g., Fig. 1, Fig. 2; Tab. 1, Tab. 2. See Fig. 1 as an example of figure and caption placement. If possible, place the figures or tables at the top of the second page or at the bottom of the first page.

Each figure and each table must have a caption. Captions should be centred at the foot of the figure and typed in the same 10 point font used in the abstract but italic. Begin the caption with a capital letter and end with a full stop. Always refer to figures as ‘Fig.’. Leave 6 point spacing between the figure and the caption. Make sure that that the figure or table does not extend into the page margins. Do not wrap the text around the figures. The figures have caption below the figure. The tables have caption above the table.

1. **Conclusion**

This document summarizes the instructions for preparing an extended abstract of the NVHH 2025 International Conference.

1. **Acknowledgements**

If you need to thank all who contributed to preparing your abstract, please put this section into your text.

1. **References**

Relevant works previously published must be cited in the reference list. List the references at the end of the extended abstract, in order of appearance in the text.

References are to be marked in the text by numbering them in appearing order (in square brackets), e.g. [1], [2,3] or [1-3]. Only those publications actually cited in the abstract can be included in the list of references. Do not use the at al. expression, just the numbering. Please follow the format for references as follows:

**Journal papers**:

[1] A. A. Author1, B. B. Author2, *Title of paper*. Journal, months (if applicable) year, volume number, issue number, page numbers (first-last), DOI (if applicable)

**Proceedings papers**:

[2] A. A. Author1, B. B. Author2, *Title of paper*. In: B. B. Editor, ed. (if applicable) Title of conference proceedings including place and date of conference, Place: Publisher, page numbers (first-last), ISBN (if applicable)

**Technical reports or thesis**:

[3] A. A. Author1, B. B. Author2, *Title of report/thesis*. Identification code. Location: Institute or Publisher, year.