**Instructions for the preparation of abstracts for publication**

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**ABSTRACT**

1. **OBJECTIVE**

This note is to inform Authors of how to prepare the 2 pages Abstract for the Eleventh International Conference on Coastal and Port Engineering in Developing Countries (COPEDEC). This document may be used as a template. The full papers have to be submitted in an electronic PDF format, not exceeding 2 MB capacity, and the entire Proceedings (abstracts and papers) will be given to each participant on a Memory Stick at conference registration. Details for preparation of the papers will be given in another instruction to the Authors. The objective of the digital Abstracts is to allow participants to select their preferred sessions / paper presentations from amongst the parallel presentations.

1. **DETAILS OF FORMAT**

The abstracts shall be confined to 2 pages. If this is exceeded the Secretaries of the Paper Selection Committee reserve the right to include only the first two pages to be presented to the conference participants. It is not necessary to include page numbers in the Abstract. The Abstracts can only be submitted in digital format but in such cases shall be final printable WORD.doc formats or they may be submitted in PDF. The Secretary, Paper Selection Committee will in no way alter or finally edit abstracts submitted. There may be occasions when the Paper Selection Committee might recommend changes which might require a revised Abstract to be submitted. Often authors of multiple but related papers are advised to combine two or more papers into one paper. This would definitely require a new abstract. Although the deadline for submitting final papers is **31 October 2026**, the final date for submission of revised abstracts, where this has been deemed necessary, is **1 August 2026**. The format to be followed is the format used in these instructions and as given in Table 1:

Table 1: Paper format for Abstracts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Paper format | A4 portrait | | | |
| Page margins | Top | Bottom | Right | Left |
|  | 2.5 cm | 2.0 cm | 2.5 cm | 2.5 cm |

The font to be used shall be ARIAL and the size shall be 10. The paper shall be written in block format. The paper title shall be written in bold and font size 14 and centered, the title shall be no longer than 2 lines, capitals shall be only used as in the normal English writing. (i.e. “Title Case” should not be used). The names of authors shall be written centered below the paper title and written in bold font size 10. The main author shall be given first and thereafter the co- authors shall be given in alphabetical order. The given (Christian names or first names) can be abbreviated, titles shall not be included. Further information including title, designation and main affiliation can be given at the bottom of the first or even the second page as footnotes, but this is not mandatory. Commas should be used between names of authors and “and” between the last two names. The email address of the corresponding author should also be given. The text shall be single line-spaced, and there shall be paragraph spacing of 6 pt before each paragraph and zero pt. after (see MSWord format/paragraph/). There shall be one extra line-space between the end of the previous text and the start of a new section. Headers for sections shall be numbered and written in bold 10- size font.

1. **CONTENTS**

The authors are free to include in the abstract any details of their proposed papers. The Secretaries Paper Selection Committee reserves the right to reject an abstract if the essence of content does not bear reasonable resemblance to the abstract submitted to the Paper Selection Committee. The abstracts shall inform participants on the main subject, main methodology of study and important results. Authors shall keep in mind that they are very familiar with the subject whereas many readers/participants might not be familiar with the location, the subject or the basic methodology. The Abstracts should be understood not only by those experts working in the same area, field or with a similar methodology but also by other coastal and port engineers who are not familiar with these. Graphical presentations are recommended to allow readers an easy overview of location, general arrangements and results. If several Tables or Figures are used they shall be numbered and a reference shall be given in the text. References to other publications, papers etc. are not required in these abstracts and shall be only used if required to avoid misinterpretation.

1. **CONCLUSION**

We have realized from the abstracts submitted for paper selection that it is sometimes not clear, at the end of a brilliant abstract, what the authors intend to present in the paper. Some abstracts describe a planned, ongoing or completed project or research study in its entirety and it became clear that a conference paper of limited length will not be able to include every detail. Therefore, Authors are advised to include at the end of their abstract, a very short (not longer than this section) summary of what they will include in their full paper and what would be discussed in the oral paper presentation.

1. **TIME FRAME**

The Abstracts shall be submitted online only to the Secretary, Paper Selection Committee, PIANC-COPEDEC Permanent Secretariat before **15 December 2025**. An acknowledgement will be received within one day on receipt of each abstract. For any queries related to abstract submission, you may send an email to [abinaya@code.iitm.ac.in](mailto:abinaya@code.iitm.ac.in) and copy to copedec2027@doe.iitm.ac.in.

On a **separate page**, following information on the main author or presenter should be given:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** | | | Mr. | | Ms. | | | Prof. | | Dr. | | Eng. | |
| **First name(s):** |  | | | | | | | | | | | | |
| **Family name:** |  | | | | | | | | | | | | |
| **Gender:** | Male | | Female | | **Year of birth:** | | | | | | |  | |
| **Country:** |  | | | | | | | | | | | | |
| **Title of abstract:** | | | | | | | | | | | | | |
| **Related to conference topic** | | a) | | b) | | c) | d) | | e) | | f) | | g) |
| **I want to apply for a fellowship**  Travel cost  Hotel cost  Registration cost | | | | | | | | | | Yes | | No | |
| Yes | | No | |
| Yes | | No | |