

## GUIDELINES FOR EXTENDED ABSTRACT

### Submission Instructions:

- Please submit your Extended Abstract as a single document using the provided link.
- *Note: Peer reviewers will evaluate your full extended abstract, but only the standard abstract portion will be published in the URSoT 2026 proceedings.*

### Key Requirements

1. Original Undergraduate Research:
  - The abstract **must** be based on **original work** conducted by you and your research team, as part of your **undergraduate studies** within the **last four years**.
  - It **cannot** be based on any work carried out outside of your undergraduate studies (e.g., Master's/MPhil thesis, external internships).
2. No Previously Published or Presented Work
  - The presented work in the extended abstract **must not have been published** in any journal, proceedings, or conference or presented at any other symposium, seminar, or research forum.
  - If the current submission is an extension of previously published work, the novelty of the work in the extended abstract must be well presented.

### Generative AI Disclosure Guidelines

#### Core Principles:

- AI tools must supplement, not replace, human critical thinking and expertise. Authors are solely responsible for the accuracy and originality of the final work.
- You must verify all AI-generated content (including references) and ensure the abstract reflects your own analysis and interpretation.
- AI tools **cannot** be listed as authors or co-authors.

### Disclosure Requirements

- If Generative AI was used for content organisation, literature synthesis, or idea generation, you **must** include a disclosure.
- Add a new section titled "**Declaration of Generative AI in Manuscript Preparation**" immediately before the References.
- **Standard Statement:** "During the preparation of this work, the author(s) used [NAME OF TOOL] to [REASON]. The author(s) reviewed and edited the content as needed and take full responsibility for the published abstract."
- Disclosure is **not** required for basic tools used solely for checking grammar, spelling, or reference formatting.

*Please use the format and guidelines provided from page 2 onwards to prepare your extended abstracts.*

URSoT/2026/YYY/XXX [do not change: for editorial reference only]

## TITLE OF THE STUDY PRESENTED IN THE ABSTRACT

Titel format: All Caps [except for scientific names], 12pt. Times New Roman, boldface, left-justified.)

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## ABSTRACT

The maximum number of words should be 300 for the abstract. The abstract should contain an introduction to the study with the objectives, methodology, results, followed by a short discussion and a conclusion(s) presented in a single paragraph without subheadings or references. Use only the SI units. Keep a single space between two types of units (e.g. J mol<sup>-1</sup> K<sup>-1</sup>). Use a negative exponent (e.g. kg m<sup>-3</sup>) and do not indicate units as divisions (e.g. kg/m<sup>3</sup>). Chemical formulae should be written in standard form such as CaCO<sub>3</sub> not as CaCO3. Use a zero before decimal points such as 0.45, but not .45. Please use English (United Kingdom). Keywords should be given in italics leaving one-line space below this text.

**Keywords:** *Keyword 1, keyword 2, keyword 3, keyword 4, keyword 5* (maximum of five keywords)

## INTRODUCTION [Headings, All Caps, 11pt, Times New Roman, boldface, left-justified]

It should provide background information about the work briefly and its significance while highlighting other relevant literature and specifying how it relates to or differs from your work. Please cite relevant sources as evidence for or justification of an argument or statement. Try to include only 4-5 in-text citations in the introduction section.

Discuss the scope of your study, going into the specific issues, difficulties, contradictions, or gaps in knowledge that you will address in your research. You might look for practical problems aimed at contributing to change or theoretical issues aimed at expanding knowledge.

Include a clear statement/s of goals and objectives/specific objectives of the project that should be understandable to reviewers/scholars from various other disciplines.

It is not recommended to use subheadings within the introduction, but you may consider structuring paragraphs to present information in a logical manner.

## METHODOLOGY

The methodology section should be descriptive enough so that the reader can identify what was done. Provide details on specific and major theoretical aspects here (if relevant to your work).

### Subheadings [Subheadings, 11pt, Times New Roman, boldface, left-justified]

References to the methodology are appropriate. Within the methodology section, you may use sufficient subheadings as you need to logically present your work.

Consider using figures and tables according to the given guidelines in the document to present your methodology. Limit the total number of display items, i.e. figures and/or tables in this section to **2**.

## **RESULTS AND DISCUSSION**

This section should be comprehensive and concise. You may include a description of the main findings of the research, using data, figures, tables, etc. Also, interpretations of the results for readers and discuss the significance of the findings in the same section. You may use sufficient subheadings as you need to logically present and discuss results.

## **CONCLUSION(S)**

A concise, brief paragraph is expected to pull everything together to help in clarifying the research work and remind the reader of the main arguments and their importance. You can also suggest possible future research on the topic if relevant.

## **REFERENCES**

References should be cited within your extended abstract using the [\*IEEE format\*](#).

Please refer to the next page for other specific guidelines.

## EXTENDED ABSTRACT PREPARATION - *SPECIFIC GUIDELINES*

### Extended Abstract Length

Extended abstracts should not be more than **three A4-size pages** in length, including the references.

### Predefined Styles are provided in the document

The style elements provided in the document have been defined for you to lend consistency to the group of papers. Times New Roman is the preferred font type. Do not use alternative styles.

All abstracts should be written in the English language (United Kingdom) using [MS Word \(.docx/.doc format\)](#).

### Table Format

Tables must be created using the Microsoft Word table functions and included as part of the text immediately after the first point of reference. DO NOT place them at the end of your extended abstract. For improved readability, keep your tables as simple as possible. All the tables should use only three horizontal lines (no lines to separate columns) and be centred in the main body/text.

**Table 1.** Title of the table (10pt, Times New Roman, left justified, table title should appear immediately above the table)

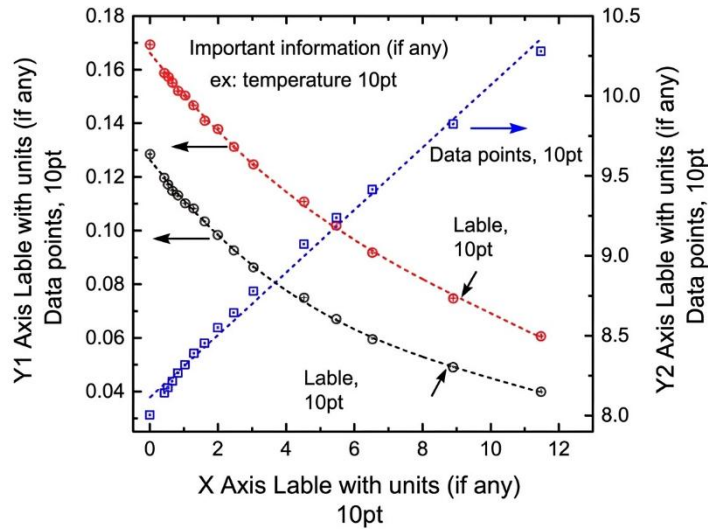
Month	Jan.	Feb.	Mar.	Apr.	May.	Jun.
Arrivals	0,000	000	00,000	000,000	000	00,000
Departures	0,000	000	00,000	000,000	000	00,000
Total	0,000	000	00,000	000,000	000	00,000

Any explanations of table data should immediately follow the table and be formatted as plain body text. DO NOT include table explanations within tables. Notations and references, such as superscript letters and number notations, are acceptable within the table. A legend describing notes should follow directly underneath the table.

### Figure Format

Figures include charts, graphs, and drawings. Pictures must be sharp and clear. All figures and other graphics should be embedded or electronically placed within the text immediately after the first point of reference. Please do not put them on separate pages or at the end of your extended abstract.

All the figures should be centred on the main body/text. Figures must be labelled properly with the X and Y axes marked/labelled. Include a legend as appropriate. The figure should be easily understandable and contain enough information in it, including the caption. You may use double X/Y axes if necessary. The figure caption should appear immediately below the figure.



**Figure 1:** Figure caption/title (The figure caption should be **10 pt**, Times New Roman font, left-justified, and appear immediately below the figure, with enough information to describe the figure)

Figure numbers should be indicated in the text as Fig. 1, if it is a part of a sentence. If several figures are mentioned in the text, it would be Fig. 1 and 2 / Fig. 1a, b and c / Fig. 1a and b, as appropriate.