

# GUIDELINES FOR THE PREPARATION OF MANUSCRIPTS FOR PM2010 WORLD CONGRESS, FLORENCE, ITALY, 11-14 OCTOBER 2010



The full PM2010 Technical Programme of Oral and Poster papers will be included in a set of proceedings (choice of hard copy or CD), to be published in October 2010 for the use of delegates during and after the event. The inclusion of a paper (both oral and poster) in the final PM2010 Technical Programme will be dependent upon the submission of the draft and final manuscripts by the official deadlines (please see below).

**Deadline for draft manuscript for review by Session Chairmen – to EPMA by 24 May 2010.** The drafts will then be forwarded to the Session Chairmen, who will liaise with authors direct.

**Deadline for final manuscript for the Congress Proceedings – to EPMA by 16 July 2010.**

**DRAFT AND FINAL MANUSCRIPTS** should be submitted in electronic format, as an MS Word (.doc) file please (**not pdf**).

**Files up to 12Mb** may be sent via email to [jh@epma.com](mailto:jh@epma.com)

Please send **Larger files** on a CDRom to EPMA (PM2010 Secretariat), 2<sup>nd</sup> Floor, Talbot House, Market Street, Shrewsbury, UK, SY1 1LG.

**Please name** the electronic file or disc "PM2010 + author name + paper number\*" (\*as given in email confirming acceptance).

*Confirmation of receipt will be sent for both draft and final manuscripts – please let us know if you do not receive this, in case of problems.*

**DRAFT AND FINAL MANUSCRIPTS** should be submitted in 11 point **Arial** (or equivalent) and the pages should be set to A4 format. A margin of 2.5 cm should be left at the top and 2.0 cm at the bottom of each page; and left and right margins of 2.5 cm should be set.

Please insert the title; the author's (and co-authors') names; organization and postal address at the top of the **first page**.

The text should be typed in English, in single spacing.

The **Abstract** should be no longer than 150 words, and should be typed in a single paragraph, beginning below the title and authors' details on the first page.

The **main text** should begin below the last line of the abstract and the manuscript **should not exceed 8 pages (including figures)**.

To avoid production problems, please include **Figures and Tables** within the Word document, as embedded files, ie each figure inserted as a separate file and not 'copied and pasted'. These may be in black and white or colour. Captions should be single spaced, and set below the table or figure.

**Footnotes** should use consecutive numbers and placed in brackets, eg (1).

Please list **References**, numbered in the order in which they appear in the text, at the end of the manuscript, eg [1].

**Commercialism** in text and/or figures and tables should be avoided, and the Technical Programme Committee reserves the right to make alterations to manuscripts, if necessary.

The text of all papers will be reviewed by the Session Chairmen, and the PM2010 Technical Programme Committee reserves the right to reject a paper that does not meet its evaluation criteria.

*Contact details for your Chairman will be sent to you by mid-May 2010. In the meantime, further information with regard to the preparation of manuscripts can be obtained from Frances Holland at the EPMA Secretariat (Tel +44 1743 248899, Email [pm2010@epma.com](mailto:pm2010@epma.com)). Thank you for your cooperation.*

*PS. These Guidelines can also be found on [www.epma.com/pm2010](http://www.epma.com/pm2010)*