**Instructions for the Preparation of the Extended Abstracts (Paper’s title)**

First Names SURNAME1, **First Names SURNAME2**, First Names SURNAME3

1 Institution, Local, Country, email1

2 Institution, Local, Country, email2

3 Institution, Local, Country, email3

**Abstract:** These guidelines provide instructions to format your communication in the form of an extended abstract. Please write directly into the template or copy your finished text into it choosing ‘Paste special- unformatted text’. Please use the predefined formatting styles instead of applying your individual settings. The text shall be written in compliance with these instructions. Please review this document to learn about the formatting of text, table and figure captions and references. The conference proceedings will be published in an electronic format. The Abstract should be no more than 160 words. Avoid quotation and citing references in your abstract. The author affiliation and addresses must follow the formatting presented above

**Keywords**: A maximum of 5. Do not add blank lines between the Abstract and Keywords.

**1. Introduction**

This template document itself uses the same formatting as required for the Conference so your full paper should appear visually very similar. Do not change the predefined formatting settings in this document (such as paper size, orientation, margins, typeface, size, indents, spacing, headings, etc.). The formats “.doc”, “.docx” and “.rtf” will be accepted.

The paper submission to the International Conference on Urban Risks, ICUR2022, has to be done online on the conference webpage ([http://www.ceru-europa.pt/icur2022/en\*/submission.htm](http://www.ceru-europa.pt/icur2022/en%2A/submission.htm)). The members of the Scientific Committee will review the submitted paper and they may recommend corrections or a revision before the abstract is accepted in its final form.

The final publication depends on: (i) the adequate reply from the authors to revision recommendations done by the reviewers; (ii) the acceptance of the submitted work by the Scientific Committee, and; (iii) the registration to the Conference of at least one of the authors. The work has to be presented at the Conference by one registered author.

The accepted abstracts will be made available on the conference website, as pdf files. One ISBN code will be attributed to the complete set of papers, as it would happen if a printed paper edition was done.

**2. General instructions**

The text must be written with letter Calibri 11, fully justified. Lines are single spaced and paragraphs have 3 pt. spacing after.

After the 2nd page of the paper the footer should include the paper title or a short version of it up to a maximum of 100 characters (with spaces). The letter for the footer is Calibri 9, italics, left justified.

It cannot exceed a maximum of **4 pages**. The page limit includes the abstract, figures, tables, acknowledgments and references. The papers submitted that are not properly formatted will be returned to the authors for correction.

Some general guidelines to help writing the paper:

* Avoid adding blank lines between sections in the text; the header formatting already includes an adequate separation with the text;
* Do not use “tabs”;
* All titles should be left aligned;
* Protect the lines in the tables so that they will be always together, avoiding the splitting of the table into different pages;
* Protect the table and figure captions so that they will appear both together in the same page;
* Do not change the page numbering starting from 1;
* Present the full description of acronyms in the text, the first time they are mentioned;
* Use the dot as decimal separator (e.g. 3.1).

**3. Sub-titles**

3.1 Sub-title 1

The first level of sub-title is numbered like X.Y, without any additional dash.

3.1.1 – Sub-title 2

The second level of sub-titles is numbered like X.Y.Z with a dash between the numbers and the title text. The formatting should not include any additional heading style.

3.1.1.1 – Sub-title 3

The third level of sub-titles) is formatted as exemplified above. It is not recommended to use many levels of sub-titles since it makes reading more complicated. In this example 3 levels of sub-titles are presented but it recommended to use only two.

**4. Tables, figures and equations**

The captions of the tables should be placed above the table. The figure captions are placed below the figures (see the following examples). In the captions the words **Table** and **Figure** should be given in bold, as well as the sequential number that appear before a horizontal dash ( – ). To avoid large areas of the paper in blank because table or figure has to be moved to the following page, the authors should re-organize the text accordingly.

**Table 1** – The table and caption must be centred. Don’t add a final dot in the end of the caption.

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The table and the following text should be separated by a blank line. The text inside the table should be centred vertically in each cell. When the table and figure captions are too complex, the authors should consider including it in the main text. If it is too long, particularly if it is much wider than the Table or Figure, then the caption should be divided imposing margins to the caption (as in the example of Table 1). Alternatively the authors may use the *soft enter* (in MS Word use *Shift+Enter*) to split the text into several lines, like it is exemplified in Figure 1. The table and figure captions do not require a final dot. All figures and tables presented must be referred in the text by their sequential order. The reference must be given before the table and figure presentation in the paper. The tables and figures must be referred in the text by their name in full, starting with a capital letter (e.g. Table 1 and Figure 2).



**Figure 1** – The ICUR2016 was sponsored and supported by several institutions

(Calibri 10, 3 pto before, 6 pto after)

The figures should be clear, avoiding very thin lines that may be unreadable. Each figure should be a single block and not a series of blocks assembled by the word processor.

In the figure properties the layout chosen should be “*in line with text*” to allow a better control of its position inside the document. Figures can be placed side-by-side, as in Figures 2 and 3. One simple way to do that would be to create a single line table (and 2 columns) inserting the figure and caption on a cell. If necessary (but not obligatory), one blank line can be added to separate the figure from the preceding text.

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| **Figure 2** – The ICUR2022 is organized by CERU (*Centro Europeu de Riscos Urbanos*) | **Figure 3** – The ICUR2022 will be held in Lisbon between 23-25 June 2022 |

The equations must follow the example provided below, with a sequential numbering. The equation numbers are given between brackets (?) and the equation line should be right justified. In the example given the proper formatting was obtained using a 3 column table to facilitate the alignment of each element, equation in the centre cell and the number in the rightmost cell.

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|  |  | (1) |

Words in a language other than English should be outlined in italics, like *Centro Europeu de Riscos Urbanos*.

All acronyms should be spelled out the first time they are introduced in text or references like in this example: International Conference on Urban Risks, 2020 (ICUR2020).

Citations in the text must include the name of the authors (up to a maximum of two) and the publication year between brackets, like in the following examples: Alexander (2015); Teves-Costa and Batlló (2011). Citations of works by three or more authors should have the first author followed by *et al.* in italics as: Oliveira *et al.* (2012).

**5. Conclusions**

The paper should end with a section where the main results of the work are presented. An emphasis should be given to the specificities of the work and the new contributions, as well as to the practical applications whenever adequate.

**Acknowledgments**

Any acknowledgements authors wish to make should be included in a separate headed section at the end of the manuscript but before the list of references.

**References**

The references must be organized alphabetically (and in ascending date order) following the formatting given here. The letter is Calibri 11, single line spacing, 3 pt. before, hanging 0.5 cm). Only references cited in this abstract should appear on this list.

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