

## Science of Cities Symposium 2023

### ABSTRACT PAPER SUBMISSION CHECKLIST

This is your personal checklist for correct paper submission – **Do NOT** submit with your paper.

<b>GENERAL</b>		
S/N	Task	✓
1	Abstract paper should be submitted in <b>.docx version</b>	
2	Abstract paper document should <b>be titled in the following format:</b> <First author surname><spacebar><First author first name in initials><spacebar><et al. if there are other authors>_<Title of abstract> e.g., Lim A et al._Dynamic modelling to predict sustainability supply chains scenarios	
3	Panel in which you wish to present at (i.e. either Complexity and Planning with Uncertainty: Science-Based Approach to Future Scenarios OR Science of Decarbonising Cities) has been indicated in the panel field	
4	Ensure paper has been checked for grammatical and punctuation errors, spelling mistakes, free of plagiarism, and where species names are mentioned, follows the binomial nomenclature, and are italicised	
<b>ABSTRACT TITLE</b>		
5	Informs reader of research topic/aim/question	
6	Informs reader of finding/implication of study	
7	Kept concise: Avoid filler words, keep to a maximum of 20 words	
<b>AUTHORS</b>		
8	List all authors involved in the research, in the format: <First name in initials> <Last name spelt in full>  e.g., A Lim, B Tan, and C Wong	
9	Underline presenter's name  e.g., <u>A Lim</u> *, B Tan, and C Wong	
10	Provide affiliations of all authors in the format: Name of Institution, Department, City, Country, followed by contactable email address.  e.g., * National University of Singapore, Department of Physics, Singapore <a href="mailto:Alim@nus.edu.sg">Alim@nus.edu.sg</a>	
11	Provide corresponding author details, including the name, designation, email address affiliations of all authors in the format: Name, Designation, Name and department of Institution, City/Country which institution is based at, Email address  e.g., <b>Corresponding author:</b> Alan Lim, PhD researcher, National University of Singapore, Department of Physics, Singapore, <a href="mailto:Alim@nus.edu.sg">Alim@nus.edu.sg</a>	
<b>ABSTRACT</b>		
12	Include the background, objectives, methods, findings, and conclusions concisely	
13	Kept to no more than 300 words	
14	Written in 10-point Arial font, single line spacing with justified alignment, and in a single paragraph without indentations	
15	Did not cite any references, figures, equations, or tables	
<b>KEYWORDS</b>		
16	Provided keywords/phrases that were <u>not mentioned in abstract title</u> which describes/identifies relevant fields/topics of research	
17	Provided at least one, and <u>at most six keywords/phrases, arranged in alphabetical order</u>	
<b>DETAILS OF PRESENTATION PAPER (Optional)</b>		
18	Provided only if presenter is comfortable <b>AND</b> study to be presented has sufficient material (i.e. studies are nearing/are completed) to do so	
19	Section is <b>written in prose</b>	

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20	Limit section to <b>three A4-sized pages</b> for <u>all</u> content, including figures, tables, and references, all of which are optional.	
21	Ensure formatting follows that indicated in the abstract template, e.g., use of 10-point Arial font, single line spacing, justified alignment, line spacing between each paragraph.	
<b>SYMPOSIUM REQUIREMENTS</b>		
22	Be able to attend the session in-person on 5 <sup>th</sup> October 2023, Thursday, 9am – 5.30pm (GMT+8), in Singapore. This is mandatory for all shortlisted oral presenters.	
<b>ORAL PRESENTATION</b>		
23	Presentation submitted can be presented clearly and in sufficient detail within <b>10 minutes</b> .	
24	Agree to participate in the <b>20-minute panel discussion after presentation</b> .	
<b>POSTER PRESENTATION</b>		
25	Presentation submitted can be presented clearly, concisely and in sufficient detail within a A0 portrait orientated poster.	
26	Sections to be included in the poster are the same as that of an oral presentation, i.e., 1) Research background, 2) Research aims/questions, 3) Methods, 4) Findings, 5) Discussion and conclusions addressing the research aims/questions.	