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## How to prepare an extended abstract

### Guideline to be carefully followed by IUT Ph.D. students

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#### General remarks

- a) The main body of the text (except for the Abstract) is 12pt Times New Roman (TNR), single spaced, justified thoroughly and consisted of the following main sections: Abstract; Key Words; Introduction; Methodology (or Theoretical Background); Results and Discussions; Conclusions; Acknowledgements and References.
  - b) A single line space should be left above each section.
  - c) Main headings are placed in the left side.
  - d) All margins should be equal to 2.54 cm (1 inch). No subheading and indentation is allowed.
  - e) Citation in the text should be by author and date in parenthesis (e.g. Child, 2007; Frankenberger and Dick, 2007). When a paper with more than two authors is cited, only the first is cited in the text (e.g. Klose et al., 2007).
  - f) The full length of the extended abstract must not exceed 3000 words. The minimum number of the words allowed is 1600.
  - g) Maximum number of the references is suggested to be 10.
  - h) Figures and Tables must not cover more than 50% of the whole content.
  - i) Microsoft Word should be used to prepare the extended abstract by all the students except for the students of the Department of Mathematics who can also use Latex.
  - j) Supervisor(s) is (are) responsible to carefully check the content as well as the English of the extended abstract. Graduate coordinators would check the format only.
  - k) Corrected file should be delivered to IUT Graduate Office as a pdf file saved on a CD.
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**Thesis Title (14pt TNR-B)**

**Student's Full Name (14pt TNR)**

E-mail address (10pt TNR)

Date of Submission (12pt TNR)

Department of ... (12pt TNR)

Isfahan University of Technology, Isfahan 84156-83111, Iran (12pt TNR)

1<sup>st</sup> Supervisor's Name\*, Email address (10pt TNR-B)

2<sup>nd</sup> Supervisor's Name\*\*, Email address (10pt TNR-B)

1<sup>st</sup> Advisor's Name\*\*\* (10pt TNR-B)

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Department Graduate Program Coordinator (10pt TNR-B)

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\* Affiliation (10pt TNR)

\*\* Affiliation (10pt TNR)

\*\*\*Affiliation (10pt TNR)

**Abstract (12pt TNR-B)**

۱۴۸۹ دی ۱۵ /  
بهره ای، ۱۵ /

The abstract should be short, informative and no more than 200 words. References should not be cited. In the abstract, authors should state the scope, principles and objectives of the research, describe the methods used, summarize the results and state the main conclusion (12pt TNR).

**Key Words (12pt TNR-B)**

3 to 6 key words separated by commas should be provided (12pt TNR).

**Introduction (12pt TNR-B)**

The Introduction should define the scope, hypothesis and objectives of the work in relation to other works carried out in the same field. It should not include an exhaustive review of the literature, but refer only to recent and relevant publications. (12pt TNR).

**Methodology (or Theoretical Background depending on the thesis content (12pt TNR-B)**

The methodology or theoretical background employed in the work must be described in sufficient details or with sufficient references so that a competent scientist in the same field could understand how the research has been carried out (12pt TNR).

**Results and Discussions (12pt TNR-B)**

Results should be clear, precise and can be presented by text, tables and figures. Discussion should deal with the interpretation of the results presented. Redundancy should be avoided. Figures and tables should be inserted within the Results and Discussions section of the paper. They should not be wider than the text column. Figures and tables should be numbered according to the order they are referenced in the paper. When referring to figures and tables in the text, spell out the word Figure or Table (capitalize the first letter).

Captions should be placed above and beneath the tables and figures, respectively. Footnotes to tables should be referred to by lowercase superscript letters, beginning with <sup>a</sup> in each case (12pt TNR).

**Conclusions (optional) (12pt TNR-B)**

This section may include the major findings and generalization inferred from the results.

**Acknowledgement (optional) (12pt TNR-B)**

The authors may wish to acknowledge any significant contributions made by people and organizations to the work (12pt TNR).

**References (12pt TNR-B)**

Only works that are cited in the text and that have been accepted for publication should be listed at the end of the extended abstract. The reference writing style should follow the protocol used for the thesis (12pt TNR).

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