

MAFELAP 2009 Abstracts instructions to authors

Please prepare your abstract, which can be up to one A4 page in length, using LaTeX2e, if possible, using the guidelines given below. The purpose of these guidelines is to help generate, in a smooth, efficient and uniform way a book of the abstracts and to gather together information such as author names, addresses, emails and optionally one URL per abstract. To conform to these guidelines you just need to follow the instructions listed below.

Structure of the abstract

It would help us if you do not format the “top matter” details such as the names of the authors, the addresses and the title when you send the abstract to us. We will do this at Brunel. You just need to separate the top matter components by blank lines. It would also help if the structure of your file approximately as follows.

```
\documentclass[12pt]{article}
\hoffset=-5mm\voffset=-25mm \textwidth=155mm \textheight=250mm
\begin{document}

%%TITLE FOLLOWS

%%AUTHORS, PREFERABLY ONE PER LINE FOLLOWS

%%ADDRESS OR ADDRESSES FOLLOWS

\vspace{4mm}
%%BODY OF ABSTRACT FOLLOWS

\end{document}
```

As a further remarks please note the following.

1. Please enter the words in the title as, for example, “The finite element method” and not as “THE FINITE ELEMENT METHOD” (i.e. with every letter in uppercase form).
2. If you have references in the main body of the abstract then these can be given inline in the form ‘as is shown in [J. T. Oden, The Mathematics of Finite Elements and Applications, Ed. J. R. Whitemen, 1993, pp. 1–24]’ or referenced in the text with the LaTeX `\cite` command.

3. Apart from these requests, authors have almost complete freedom in the layout of the main body of the abstract with the main constraint being the length restriction of 1 page.
4. There are some further points to note. If you know at this stage that your paper will be part of a mini-symposium then please can you indicate this in your submission. This will help to ensure that we group together all the abstracts related to a mini-symposium.
5. If you are likely to be an author or co-author of more than one paper then it would help us if you let us know so that you appear properly in the author index that we create.

Sending the abstract and the acknowledgement

We need the LaTeX source file (or files). Please send this as an attachment to an email to be sent to the address

`Mike.Warby@brunel.ac.uk`

If there is more than one file involved then please remember to attach all the files that we will need to process the file (e.g. a style file, a bibtex file or any graphics file to import).

We will usually acknowledge email submissions in one or two days to let you know that it has arrived and, hopefully, that we can process it satisfactorily. If you do not receive any reply in at least 4 days then it is likely that your email has not reached us. If this is the case then please send again and send to both the addresses

`Mike.Warby@brunel.ac.uk`

`Carolyn.Sellers@brunel.ac.uk`

If your email submission still does not reach us and you can put your abstract temporarily on a web page then we suggest that you send us a FaX containing the address of the web page and we will access the LaTeX file in this way. Please also include an email address as you may still be able to receive our replies.

If both the above options fail then, as a last resort, you can post to us an MSDOS formatted diskette or a CDROM or some other electronic media containing the LaTeX file or files. If the media contains an email address then we will let you know by email when we have processed the file or files.

Non-LaTeX users

If you do not use LaTeX and are having problems conforming to these guidelines then we may be able to still easily cope with your abstract.

If there are no special symbols required then you can just send a plain text file. If you only use Word and your abstract only contains a minimal amount of mathematical symbols then we should still be able to easily convert it to LaTeX here at Brunel and include it with all the other abstracts. Please contact us to see if everything will be okay. In such cases you should send us the Word file and, if possible, the PDF that this creates.