

THE GUIDELINES

ABSTRACTS REQUIREMENTS AND GUIDELINES

General Information:

- All abstracts must be **original work** of the authors; **literature reviews** will not be accepted.
- Only abstracts in **ENGLISH** language will be reviewed.
- Abstracts will be grouped in **sessions** according to the **topic** selected by the submitter. However, the final arrangement in sessions will be determined by the **organizers**.
- The total number of accepted abstracts is **limited**; each abstract has to be submitted **separately**.
- During the Forum works will be **evaluated** by a professional **Expert Committee**.
- Three best works in each session will be **awarded**.

Abstract Submission:

- Abstracts **must be submitted electronically** via the **Registration section** of the forum website until **15th of January, 2019**
- *File Name:* Please title the abstract file as follows, the presenter's entire last name, followed by the first initial of their first name plus the word "Abstract". Example: "**Smith Abstract.docx**"
- Once your abstract has been submitted, it is final, so please **review** the accuracy and spelling of your work before submitting. **The abstracts will be published exactly as submitted.**
- After submitting your abstract, you will receive a **confirmation email**; if you do not receive it, **please contact us** via email YP@rus-petroleum.ru
- **Abstract acceptance notification** will be sent to the submitter in March after review by the **Expert Committee**.

Abstract Requirements:

- Abstracts must be written in **English**.
- Abstracts should be **no longer than 3000 characters** including spaces.
- The abstract is **not allowed** to contain **graphs, images** and other graphic forms.

Formatting Instructions:

- Abstracts must be written in Microsoft Office Word *.**docx**, **A4** format, **2.5 cm** margins.
- Abstract text must be in **Times New Roman** font, **12 pt** size, **single** line spacing.
- **Page Limit: 1 page** for complete abstract.
- Abstracts must include the following parts:
 - **CENTRED:**
 - **TITLE** – capital letters, bold;
 - **Author(s)** – Name Surname¹, Name Surname² (the presenting author's name should be written first)
 - **Scientific research supervisor:** Scientific degree Name Surname³
 - **¹Department, Institution, City, Country** (if not mentioned in the institution's title); **Contact email**

JUSTIFIED:

- **Key words.** Aaa, bbb, ccc
- **Introduction.** A short description of the background of your research.
- **Aim.** A short description of what you wish to accomplish.
- **Materials and methods.** A description of materials and methods used in your research.
- **Results.** A precise description of the obtained results
- **Conclusions.** A summary of the study where you interpret the meaning of the results regarding your initial aim.

Abstracts which do not follow these rules will not be accepted!

An example of the required abstract format can be viewed in **Example** below. By submitting an abstract, participants agree the above mentioned terms.

