

Extended Abstract Template: How to write a two-page extended abstract for M-CRInfra 2026

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Abstract (max 150 words) — This document gives formatting instructions for authors preparing extended abstracts in Microsoft Word for publication in the program & proceedings for M-CRInfra2026. The authors are asked to follow the instructions in the document when preparing their abstracts to assist the Local Organizing Committee in preparing the conference program and proceedings. You can use this document as both an instruction set and as a template into which you can type or paste your own text.

I. INTRODUCTION

This document is a template modified using the IEEE template used for IEEE Transactions. This should make it relatively easy to modify the submitted extended abstracts for inclusion in the final M-CRInfra 2026 Symposium proceedings. An electronic copy of this template can be downloaded from the [symposium website](#). If you have questions, please contact m-crinfra@monash.edu. Finished papers should be submitted as PDF files through this [Qualtrics form](#).

II. PAGE LAYOUT

An easy way to comply with the symposium formatting requirements is to use this document as a template and simply type your text into it or use the paste function.

A. Page Layout

The extender abstract may be up to 2 pages in length. Your abstract must use a page size corresponding to the US Letter paper size, which is 216mm (8.5") wide and 279mm (11 ") long. The margins must be set as follows:

- Top = 18mm (0.7")
- Bottom = 18mm (0.7")
- Left = Right = 16.5mm (0.65")

Your abstract must be in two-column format with a column width of 90mm (3.55") and a space of 5mm (0.2") between columns. Do not edit the header or footer of the document. Page numbers will be inserted later.

III. PAGE STYLE

All paragraphs must be indented. All paragraphs must be justified, i.e., both left-justified and right-justified.

A. Text Font of Entire Document

The entire document, except for the abstract title, should be in Arial, 10 pt. No other font types may be used. Recommended font sizes are shown in Table 1.

B. Title and Author Details

Title must be in 21 pt Arial Narrow font. Author name must be in 13 pt Arial Narrow font. Author affiliation must be in 11 pt Arial Narrow Italic. Contact email address must also be in 11 pt Arial Narrow font.

TABLE I. FONT SIZES FOR PAPERS

| Font Size | Appearance (in Arial) | | |
|-----------|---|------|--|
| | Regular | Bold | Italic |
| 8 | table caption (in Small Caps), figure caption, reference item | | reference item (partial) |
| 11 | level-1 heading (in Small Caps), paragraph | | level-2 heading, level-3 heading, author affiliation |

All title and author details must be in single-column format and must be centered. To avoid confusion, the family name must be written as the last part of each author's name (e.g., John A.K. Smith).

Each affiliation must include, at the very least, the name of the institute/university and the name of the country where the author is based (e.g., University of Tokyo, Japan). An email address is compulsory for the corresponding author.

C. Figures and Tables

Figures and tables must be centered in the column. Large figures and tables may span across both columns. Any table or figure that takes up more than 1 column width must be positioned either at the top or at the bottom of the page.

Graphics may be full color. All colors will be retained in the online proceedings, but will be gray-scaled in the printed proceedings. Graphics must not use stipple fill patterns, as they may not reproduce properly. Please use only *SOLID FILL* colors that contrast well both on

screen and on a black-and-white hardcopy, as shown in Fig. 1.

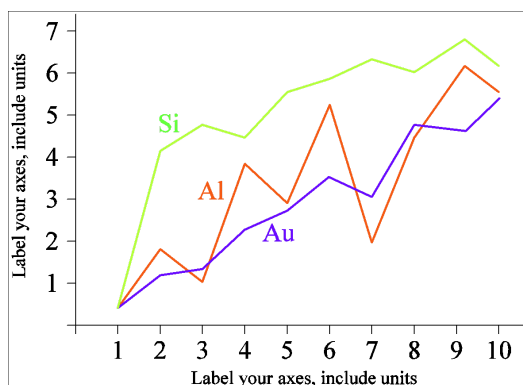


Fig. 1 A sample line graph using colors that contrast well both on screen and on a black-and-white hardcopy

Fig. 2 shows an example of a low-resolution image that would not be acceptable, whereas Fig. 3 shows an example of an image with adequate resolution. Check that the resolution is adequate to reveal the important detail in the figure.

Please check all figures in your paper, both on screen and on a black-and-white hardcopy. When you check your paper on a black-and-white hardcopy, please ensure that:

- the colors used in each figure contrast well,
- the image used in each figure is clear,
- all text labels in each figure are legible.
- That each figure is centred.

D. Figure Captions

Figures must be numbered using Arabic numerals. Figure captions must be in 8 pt Regular font. Captions of a single line (e.g., Fig. 2) must be centered, whereas multi-line captions must be justified (e.g., Fig. 1). Captions with figure numbers must be placed after their associated figures, as shown in Fig. 1.



Fig. 2 Example of an unacceptable low-resolution image



Fig. 3 Example of an image with acceptable resolution

E. Table Captions

Tables must be numbered using uppercase Arial numerals. Table captions must be left-aligned and in 8 pt Arial Regular font with Small Caps. Every word in a table caption must be capitalized except for short minor words as listed in Section III-B. Captions with table numbers must be placed before their associated tables, as shown in Table 1.

F. Page Numbers, Headers, and Footers

Page numbers and footers must not be used. Please leave the header unchanged.

G. Links and Bookmarks

All hypertext links and section bookmarks will be removed from papers during the processing of papers for publication. If you need to refer to an Internet email address or URL in your paper, you must type it out fully in Regular font.

H. References

The heading of the References section must not be numbered. All reference items must be in 8 pt font. Please use Regular and Italic styles to distinguish different fields as shown in the References section. Number the reference items consecutively in square brackets (e.g., [1]).

When referring to a reference item, please simply use the reference number, as in [2]. Do not use “Ref. [3]” or “Reference [3]” except at the beginning of a sentence, e.g., “Reference [3] shows ...”. Multiple references are each numbered with separate brackets (e.g., [2], [4]–[6]).

IV. CONCLUSIONS

This template is partly based on the IEEE extended abstract template.

ACKNOWLEDGMENT

The heading of the Acknowledgment section and the References section must not be numbered.

REFERENCES (PLEASE KEEP REFERENCES WITHIN THE 2 PAGES - IEEE FORMAT)

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