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This template should be used for all abstracts to be submitted for oral and poster presentations at the 40th Annual Meeting of the Society for Organic Petrology will be held in Ulaanbaatar from the 14th to the 22nd of September 2024 ([Bratvold and Begg, 2008](#_ENREF_1)). The workshop will be held over two days from the 14th to the 15th of September while the Technical sessions will be held over three days from the 16th to the 17th of September in a fantastic venue in Ulaanbaatar

The total length of the abstract can be no more than 1 A4 size sheet, including header and footer information, title, affiliations, email, references and figures. Abstracts should be submitted as MS Word documents in Times New Roman font. Document should be set at 1.15 line spacing. **Do not put any indents or any other formatting**. The title should have a font size of 14 and be bold and centred on the page, followed by 1 space then the list of authors (First name followed by Last name) in 12 font size, bold and also centred. Each author should have a superscript after their name. An asterisk after the superscript should denote the presenting author. There should be 1 line space followed by each author’s affiliation (with corresponding superscript), also centred on the page and font size 10. No line spaces between the affiliations. Immediately below the last affiliation an asterisk should be given followed by the words “Presenting author email: a.author@mycompany.com.au”. This is followed by 1 line space then the bulk of the abstract (see Figure 1). See Figure 2 for proper margins and settings but briefly they are: Header and Footer 1.25 cm, Top 3 cm, Bottom 2 cm, Left and right margins 2.5 cm, gutter 0 cm. Any references should be on line space below the last line of the abstract, be 10 point font and no lines between references. The references should be in the style of the International Journal of Coal Geology ([Cameron and Smith, 1991](#_ENREF_2)).

Bratvold, R.B., Begg, S.H., 2008. I would rather be vaguely right than precisely wrong: A new approach to decision making in the petroleum exploration and production industry. AAPG Bulletin 92, 1373-1392.

Cameron, A.R., Smith, G.G., 1991. Coals of Canada: Distribution and compositional characteristics. International Journal of Coal Geology 19, 9-20.