**论坛摘要写作要求 | Abstract guidelines for the forum**

**一、提交的摘要需要符合并明确属于本次会议的两个议题之一，亦即：**

Abstracts must align with one of the following two sub-themes:

**议题一：科技创新与“一带一路”发展**

**Theme 1: Technology Innovation and “Belt & Road” Initiative**

**议题二：留学中国与人类命运共同体建设**

**Theme 2: Study in China and the construction of shared future for mankind**

**二、摘要具体写作要求 Requirements for manuscripts**

**1.** 提交的摘要可用中文或英文写作。英文摘要300 字以内，中文摘要500字以内。

The abstract can be written either in **Chinese or English**. The English abstract should be less than 300 words and the Chinese abstract should be less than 500 words.

**2.** 摘要应着重体现对数据和问题的分析，包含研究工作的目的意义、研究方法、研究结果、主要结论，是一篇相对完整的短文。

The abstract should include the purpose and significance of the research work, methods, results, and main conclusions, considered as a relatively complete short article. **The analysis of data and problems** should be emphasized in the abstract.

**3.** 中文题目一般不超过20字，英文题目一般不超过40个字符。题目应简明反映文章的特定内容，符合编制题录、索引和选定关键词等所遵循的原则。

The Chinese title of the manuscript shall not exceed **20 words** in general, and the English title shall not exceed **40 characters** in general. The title should reflect the specific content of the article concisely and conform to the principles of compiling the bibliography, indexing and selecting key words.

4. 稿件关键词一般为3-5个，应符合题录、索引要求。

The key words in the manuscript are generally 3-5, which should meet the requirements of the index.

**三、摘要格式与模板Abstract formatting**

**英文版要求 | English abstract formatting**

1. The abstract should be in Times New Roman on an A4 page size with 2cm margins.

2. Title: Use capital letters only when the letters or words should appear in capitals – **do not capitalize the entire title.** The title should be in 18pt font size, bold and center aligned.

3. Authors: List each author, last name first, using superscripts to identify multiple author affiliations. The authors should be in 10.5pt font size and center aligned.

4. Author affiliations: each affiliation should be listed on a separate line and superscripted to match to author’s names.

5. Abstract: The body of the abstract must be in 10pt font size and must not exceed 300 words.

6. Keywords: 3-5 words, separated by “;”

**中文版要求 | Chinese abstract formatting**

1. 摘要请提交word文档，A4页面大小，页边距2厘米，字体采用宋体。
2. 摘要题目：四号字体，加粗；居中。
3. 作者姓名：小四号字体；居中。
4. 作者信息：小五号字体；居中；包括所在单位、所在省市名称及邮政编码。要标明二级单位（大学：院系；研究院所：处、室）。
5. 摘要：五号字体；字数500字以内。
6. 关键词：五号字体；关键词3～5个，用分号间隔。