



## Abstract Submission Requirements

Please ensure you read the below requirements carefully:

### General Requirements:

- All submissions must be in English
- Abstracts should not have been published in any English language medical or nursing peer reviewed journal, and in general should not have been presented at more than one meeting from which such publications arise. Studies with substantial changes in methodology and/or with substantial additional data may be submitted, presented and published a second time, but rewritten abstracts on the same study should not.
- Only the Presenting Author must submit the abstract.
- All communications regarding your abstract submission will be sent to the email address you enter when submitting. We recommend that the email address belongs to the main author who will be presenting at the Conference.

### Format and Fonts:

- Abstracts **MUST** be submitted in Microsoft Word format (.doc or .docx)
- Abstracts are limited to a maximum of 250 words. The title, author lists and affiliations do not count towards the word count.
- Title in BLOCK CAPITALS throughout.
- Text should be single spaced throughout, in Arial 10 point font.
- Text should not contain subheadings, underlines or bold type.
- Author(s) name(s) (title, first name, surname). Underline the surname of the lead/presenting author.
- Affiliation(s), state and country of origin.
- One line space prior to text commencement.

### Abstracts Structure and Content:

- Abstracts shall contain brief but complete statements of: Introduction, Objectives, Methods, Results, Conclusion(s)
- Abstracts are limited to a maximum of 250 words. The title, author lists and affiliations do not count towards the word count.
- Abstracts containing graphs, diagrams, or complex tables will not be accepted. Simple tables are acceptable.
- References are not to be included.
- Any abbreviations must be spelt out on first use. The template lists the font details for the abstract.

- The text should not contain statements alluding to results or conclusions not presented in the text; abstracts stating "will be discussed", "will be described" or "will be presented" will be rejected.
- Abstracts should be written in the past tense, stating what was done, not what is being, should or will be done.
- Use only standard abbreviations ("Uniform Requirements for Manuscripts submitted to Biomedical Journals"). Non standard abbreviations should be kept to a minimum and defined in parentheses in the text. In general, no more than 2 non standard abbreviations should be used and should only be used to replace words appearing 4 times or more in the text. Use International System of Units except for pressure; use cmH<sub>2</sub>O or mmHg with kPa units in brackets (optional).
- Acknowledgment of supporting institutions may be made at the end of the text.

#### **Important Notes:**

- **Abstracts MUST be submitted in Microsoft Word format (.doc or .docx) ONLY**
- Submitting an abstract does **NOT** automatically register you as a Conference delegate. Accepted presenting authors will be required to pay and register for the Conference by the end of Early Bird registration. Failure to pay will result in the abstract being withdrawn
- If the presenting author is unable to attend the Conference, please notify us of an alternative presenter or withdraw the abstract. Any alternative presenter must also register for the Conference.
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