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Abstract Preparation Guidelines and Abstract Submission Guidelines

Preparation Guidelines

Please see example at the end of this paper

1. Length

The maximum length of the main body of the abstract should be 250 words (i.e. excluding title, authors and institutions). When uploading the abstract to the online portal, in addition to the abstract, a short synopsis (100 word maximum) will be required to be entered.

2. Title

The abstract title should reflect the main content and nature of the abstract while remaining as brief as possible; do not use abbreviations within the title. A maximum of 25 words is allowed for the Title.

3. Structure

Abstracts must be structured using the following format; any abstracts not following the correct structure may not be accepted.

Structure of abstract for original research / systematic reviews

- Introduction
- Methods
- Results
- Discussion

Structure of abstract for case studies

- Background
- Case
- Discussion

4. **Spelling and Grammar**

All abstracts should be written in English and thoroughly checked for spelling and grammar before submission. Use standard abbreviations only; place any unusual abbreviations in brackets after the word appears for the first time within the body of the abstract, abbreviations may be used thereafter.

5. **Layout and Format**

- Each abstract must be prepared in Microsoft Word. No other formats will be accepted.
- The title of the abstract should be written in sentence case i.e. initial capital letter, followed by lower case.
- List details of the author/s name/s (surname followed by initial of first name with a comma separating each author).
- List author/s affiliation/s (organisation, city, state if applicable, country), separated by commas. Author/s and affiliation/s to be linked by a superscript letter.
- Please note that double spacing should separate the title, author/s name/s, affiliation/s and body of the text.
- Please refrain from using printed enhancements such as italics, underlining, bold text etc. Italics may be used for non-English words or scientific names where necessary.
- Figures, tables, charts and graphs are not permitted.
- Please ensure results are detailed within the abstract (abstracts must not state 'results will be presented at the conference') and appropriate statistical tests have been used and reported.
- Sources of funding should be indicated at the bottom of the abstract, as applicable.
- Use generic names of drugs, where applicable.
- References should be avoided or, if essential, should be kept to a minimum and presented in Vancouver (numbered) style. Note that all references will be included in the maximum abstract length (250 word total).
- Please note abstracts may be re-formatted and edited for publication in the program handbook.

Submission Guidelines

- All abstracts must be submitted electronically via the online submission facility
- Authors wishing to submit more than one abstract may do so by clicking 'Abstract Submission in the Presenter Portal (please avoid submission of several abstracts generated from the same study).
- Only one author per abstract can be nominated as the 'presenting author'.
- All submissions must be accompanied by a maximum 200 word biographical paragraph of the presenting author. Biographical details will be used by the session chair for introductions purposes and may also be published in conference literature.
- Submission of abstracts implies the author's agreement to publish the abstract in the conference program handbook and other conference literature as applicable.
- Abstracts accepted for Free Paper and Poster presentations may be provided upon request to media outlets promoting a specific presentation. Please note that submission of abstracts implies the author's consent.

General Guidelines

Please note that all accepted presenters must register for the conference and pay the appropriate registration fee. Please ensure the following required information is available before beginning the online abstract submission process:

- Your contact details.
- The title of your abstract.
- Preferred presentation type (Free Paper or Poster Presentation).
- Name and organisation of your co-author/s, if applicable.
- Your (the presenting author's) brief biography (maximum 100 words). Biographies are to be written in full sentences (not dot points) and in third person.
- Your abstract prepared in the format specified in this document (see example below). Failure to meet the specified deadlines or guidelines may result in exclusion from the program.

Presenter Terms & Conditions

Submission of your abstract/s implies you have read, understood and comply with the **ASDP Speaker Agreement** and **ASDP Professional Code of Conduct**. These are available to view on the ASDP Member's pager: https://asdp.au/member/governance/policies

Double Check Your Submission

A confirmation e-mail will be sent when an abstract has been submitted; however, if a confirmation is not received authors should log back into the Presenters Portal (online submission facility) and check the submission status on the "Edit Abstracts" page. **The deadline for abstract submission is 30 April 2026.**

If you have any concerns, please contact the Conference Manager at annualmeeting@asdp.au

Acceptance Notification

Acceptance or otherwise is at the discretion of the Organising Committee. Notification will be sent to the presenting author by **31 May 2026.** Full instructions for accepted presenters will be forwarded on acceptance of the abstract.

Abstract Sample (Case Report):

Diagnosing ADHD

Brown A[a], Smith D[b]

[a] Women's and Childrens' Hospital, North Adelaide, South Australia, Australia

[b] Royal Brisbane and Women's Hospital, Brisbane, Queensland, Australia

Main body of abstract text: Typed in English, not exceeding 250 words, under relevant structure headings

Background: Insert the Abstract Background

Case: Insert the Abstract Case

Conclusion: Insert the Abstract Conclusion