GUIDELINES FOR ABSTRACTS

Font

Use Arial 12 pt. font throughout and do not alter the margins of the template.

Title

The title should be in **bold**, sentence case with no full stop at the end. Avoid unnecessary use of capital letters, e.g.:

Results from experiments in this field
<u>NOT</u>
Results from Experiments in this Field

Authors

First name, middle initials if required, and surname with no full stop at the end. <u>Underline</u> the name of the corresponding/presenting author. A comma should separate author names. Where authors are from a number of different institutions, the appropriate institution number from the affiliation list should be given as a superscript number immediately after each author's name, e.g.:

<u>John Smith</u>[1], Susan B Jones[2], Bill Fisher[3]

Affiliations

Affiliations should include department, institute, town and country. Where there are multiple affiliations, each should be listed as a separate paragraph. Each institute should appear in the order used against the author names (see above paragraph) and show the appropriate superscript number, e.g.:

[1]Company, City, State, Postcode, Australia
[2]University, Town, State, Postcode, UK
[3]Department, University, Town, State, Zipcode, USA

Email address of corresponding author

Please indicate the corresponding author with an asterisk, and provide the email address of this author underneath the affiliations, e.g.:

<u>John Smith</u>[1*], Susan B Jones[2], Bill Fisher[3]

[1]Company, City, State, Postcode, Australia
[2]University, Town, State, Postcode, UK
[3]Department, University, Town, State, Zipcode, USA
*john.smith@aol.com

Main text

- Should not be more than 350 words
- Use single line spacing
- Type the text unjustified, without hyphenating words at line breaks
- Use hard returns only to end headings and paragraphs
- Greek and other special characters may be included. If you are unable to reproduce a particular special character, please type out the name of the symbol in full
- SI units should be used throughout
- Abbreviations should be used as sparingly as possible (i.e. avoid them if you can) and should be defined when first used
- No diagrams, tables or references are allowed

1. Structured abstracts

All abstracts reporting original research results should be structured, with paragraph headings typed in **bold** with no colon at the end. Do <u>not</u> use the heading 'Abstract'. Each heading should be in a separate paragraph, e.g.:

Background

Followed by regular text, on a new line and in the same format as shown above for main text.

Methods

Followed by regular text, on a new line and in the same format as shown above for main text.

Results

Followed by regular text, on a new line and in the same format as shown above for main text.

Conclusions

Followed by regular text, on a new line and in the same format as shown above for main text. *Include a clear statement of the clinical significance.*

2. Narrative abstracts

All non-research abstracts (i.e.: abstracts involving a general overview of the literature on a particular topic, discussion papers, invited speaker summaries, etc.) should use a non-structured abstract format of no more than 350 words. The format of these should be identical to that described above, but with no subheadings.

An example of a structured abstract is provided on the following page.

Title of abstract here in sentence case (no unnecessary capitalisation) and no full stop at the end

John Smith[1*], Susan B Jones[2], Bill Fisher[3]

[1]Company, City, State, Postcode, Australia
[2]University, Town, State, Postcode, UK
[3]Department, University, Town, State, Zipcode, USA
*john.smith@aol.com

Background
The text in this abstract should not be more than 350 words. Use single line spacing and type the text unjustified without hyphenating words at line breaks.

Methods
Use hard returns only to end headings and paragraphs, not to rearrange lines.

Results
Greek and other special characters may be included - if you are unable to reproduce a particular special character, please type out the name of the symbol in full. SI units should be used throughout.

Conclusions
Abbreviations should be used as sparingly as possible (i.e. avoid them if you can) and should be defined when first used. *Include a clear statement of the clinical significance.*