

## General Guidelines

The abstract should provide sufficient information to allow the reader to assess fully the aims, methods, results and implications of the work undertaken. Each submission must be original work that has not been published / presented previously. The abstract should include the following sections:

Introduction – the purpose of the study and a brief overview of relevant literature / current state of research in the field.

Methods – a short explanation of data collection and processing

Results – presented in the form of text, graphics or tables

Discussion – major findings and conclusions from the work including implications for further research

- It is important that methods and results are clearly defined in the abstract.
- Speakers for accepted oral presentations are limited to ten minutes plus four minutes for questions and one minute for changeover.
- Posters must not exceed an area of 1 metre (vertical) and 750 mm (horizontal)

### Layout

- Abstracts must be written within a 170mm x 255mm rectangular space for an A4 page (210mm x 297mm)
- Portrait orientation
- Margins are all to be 20mm
- Text should be left-justified and single spaced
- Font should be **ARIAL** typeface and **12 point** character size

### Title & Author

At the beginning of the abstract please include within the rectangular space described previously and each on a new line:

- The title (upper case)
- The name(s) of the author(s) – please omit university degrees and titles, presenting author underlined
- Affiliation(s), city and country – please omit street address and postcode
- Leave one line before commencing the body of the text.

### Section Headings & Paragraphs

- The title of each section is to be in uppercase bold and left justified
- Leave a 6-space indentation at the beginning of each new paragraph
- Graphs, tables and references may be used throughout the abstract but must remain within the defined one-page limit
- Only SI units are to be used

### Figures & Tables

- Each figure and table is to be numbered and have a short caption
- Figures and Tables must be referred to in the text
- Figures, Tables and their captions must remain within the defined text limits

### References

- Minimise the number of references
- References are to be assigned a number after the appropriate detail e.g. Jones 1, technique 2-4,6 or if superscription is not available Jones (1), technique (2-4,6)
- List references at the end of the abstract according to the style – 1. Author, A.N. and Other, A.N., Title of Paper, Journal, vol:pp-pp, year