ABSTRACT FORMAT AND LAYOUT GUIDELINES
ANZSN Annual Scientific Meeting

Please ensure your abstract is submitted online through the submission portal and complies with the following criteria:

Fonts and Formatting
- Title in CAPITAL CASE - Arial, bold, font size 12
- Authors in CAPITAL CASE - Arial, font size 10
- Affiliations in Sentence case - Arial, italicised, font size 10
- Content in Sentence case - Arial, font size 10
- Sub-headings in Sentence case - Arial, bold, font size 10
- Use single line spacing

Abstract Structure
- Include the sub-headings for: Aim, Background, Methods, Results, Conclusions
- Include the following subheadings for case studies: Background, Case Report, Conclusions
- Abstracts must not exceed 275 words, excluding the title, authors and affiliations
- Abstracts exceeding 275 words will not be accepted
- You MUST include results or data in your abstract.
- Abstracts that describe plans for a study or state "results will be presented" will not be accepted
- Abbreviations - include the full text on the first mention followed by the abbreviation in parenthesis
- Do not include figures and tables. Any abstracts with figures and tables will be rejected
- Do not include references
- Do not submit abstracts where the material has been published prior to the abstract submission deadline
- Do not submit abstracts with typographical or grammatical errors

Listing the Authors
- Include initials and family name
- Underline the name of the presenting author
- Do not include degrees or professional titles (Dr, Prof., etc)
- The authors' names should be followed by institution, city and state (or country if international)
- Authors who wish to indicate multiple organisational affiliations should do so using superscript numbers to indicate the author's institution followed by city and state or country (in this order).

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General Requirements

- Abstracts must contain original work that has not previously been reported
- Abstracts may be original research, case studies, or insight and review articles
- Submissions will be returned without review if not in the correct format
- Only the presenting author must submit the abstract
- Abstracts will be blind reviewed by the appointed abstract reviewers
- Faxed or mailed hard-copy abstracts will not be accepted
- Should co-authors require a confirmation letter regarding their paper being presented, they can request a letter from the ASM Secretariat
- No full papers are required
- All oral and poster presentations must be in English
- The Scientific Committee reserves the right to accept or refuse any abstract
- The Scientific Committee reserves the right to allocate a session time or a presentation type

Selection Process

- The abstracts will be blind reviewed by a panel made up of members from the ASM Scientific Committee
- The Committee retains the right to accept the abstract in a different type of presentation (for example, paper submitted for an oral type presentation can be accepted for a poster)
- Acceptance of an abstract will be based on relative merit and the degree to which the abstract meets the aims of the program
- The criteria for evaluating abstracts includes, but is not limited to, the following: scientific validity, originality, subject relevance, quality of the methodology and statistical analysis, and the degree to which the results are a new and useful addition to current knowledge.
- The acceptance of the abstract does not imply funding by the Conference Secretariat or the Committee. Presenting authors must attend the ASM to deliver the presentation (oral/poster); otherwise the paper/poster will be withdrawn. Presenting authors are required to register and pay to attend the conference.

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