

INSTRUCTIONS

FOR THE PREPARATION OF ABSTRACTS

The file should be Word (.doc). Use single line spacing. Set the tab to a five-character indent.

TEXT FORMAT

Starting Text

- Title
- Subtitle (if appropriate)
- Authors (initials and surnames only)
- ONE COMPLETE EMAIL ADDRESS per abstract
- Indent text at start of paragraphs

The title should be in bold capitals (upper case), flush to the left margin. On a newline the authors' names should start with their initials, each followed by a full stop before the surname (eg. F. Smith, A.C.N. Gray, etc). *No medical degrees or appointments should be included. After the authors' names there should be just one FULL address for correspondence.* Leave one line space before beginning abstract.

Paragraphs

Indent the text at the beginning of each new paragraph except the first. Do not leave any space between paragraphs.

PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

- The text of each abstract should be approximately 250 words, and ideally no more than 500
- Each abstract MUST be set on a new page and MUST fit on a single page
- Each abstract must include one complete postal or email address for a nominated author, for reader queries
- Each abstract must include the source of study (minimum: town/city and country)
- The following items are NOT permitted and will be deleted from submitted files if found: illustrations, tables, references, author qualifications, session titles/numbers - Please do not use bullet points – they have a tendency to corrupt or convert into question marks or square boxes, which then require to be deleted.

Spelling

For English spelling, if possible use the Concise Oxford Dictionary or The Oxford Dictionary for Writers and Editors. Note, however, the following
Use "ise" not "ize" spellings.

Underlining/Italic Type

Underlining, or italic type may be used to stress words or phrases. Latin names should be underlined, or set in italics if available.

Capitals

Use capitals for proper names, titles, geographical names, trade names.

Abbreviations

Abbreviations not in common use should be spelled out in full the first time they occur in a typescript, followed by the abbreviation in brackets.

Examples: Greenwich Mean Time (GMT).

Short names (of countries, institutions, honours) and well-known acronyms are abbreviated without full stops and without a space between the letters. Examples: USA, UK, PM (Prime Minister), ESR, WBC, FRS, BA

Decimals

6.9 (point on line), 0.78 (not 78), 1.5), 20 g (not 20.0 g); one-half, three-quarters (in text only)

DEADLINES



MARCH 6th, 2026

APRIL 10th, 2026

- ABSTRACT SUBMISSION
- ABSTRACT ACCEPTANCE NOTIFICATION