Guidelines for the Preparation of Research Abstracts

Please refer to the sample abstract ([Appendix A](#))*.*

Publication of abstracts

Do not include intellectual property that has commercial potential unless it has been protected. Accepted abstracts will be published in the virtual *Abstract Book*, made available to registered meeting participants as part of the meeting proceedings.

An abstract that has been previously presented elsewhere may be submitted.

General guidelines

Abstracts may be submitted in English or French. To be eligible for publication, an English version of the abstract must be provided.

Submissions that do not follow the abstract guidelines will be returned for revision or not accepted.

Abstracts must be:
- 350 words or fewer, excluding the title, authors, affiliations, and references
- Submitted in Microsoft Word (not PDF)
- Structured to include the following sections:
  1) Background
  2) Methods
  3) Results
  4) Conclusions
  5) Acknowledgements (optional)
  6) References (optional)

Abstract title

The abstract title must be bolded and in sentence case with no period at the end.

Authors

Authors must be listed as follows:
- First name, middle initial(s) if required, and surname with no period at the end
- First author underlined
- Author names separated with a comma
- Authors given a superscript number for each affiliation

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

Study groups must be listed in the *Acknowledgements* section.

The email address of the corresponding author must appear at the bottom of the affiliation list.

Affiliations

Affiliations must include department, institution, city and country. Where there are multiple affiliations, each affiliation must be listed as a separate paragraph. Each affiliation should appear in the order used for the author names and show the appropriate superscript number.

[1]Department, University, City, State, Zip Code, USA
[2]University, City, State, Postcode, UK
[3]Company, City, Province, Canada

Text

The abstract must be formatted as follows:

- Arial 11 point
- Single line spacing
- Left text justification
- Abbreviations should be used sparingly and be defined when first used
- Headings should appear in bold with no colon
- Hard returns at the end of headings and paragraphs only
- Greek and other special characters may be included
- The International System of Units (SI units) should be used throughout (however, *litre* and *molar* are permitted)

References

[BioMed reference format](#) must be used, for example:

> 1. Authors: **Title.** *Journal* Year, **Volume number** (issue number)**:** pages.

Web-based references must be provided in full, including both the title of the site and the URL, in the following format:

> Mouse Tumour Biology Database
> [http://tumor.informatics.jax.org/cancer_links.html]

Citations to references must be in square brackets [1,2], and citations to figures (Figure 1) and tables (Table 1), must be in round brackets.

Acknowledgements

Brief acknowledgements may be included and should be placed after the *Conclusions* and before the *References* sections.

If the abstract is being presented on behalf of a study group, this information must be noted here, rather than in the author list.

Tables

Abstracts may include a maximum of <u>one table</u>.

The table must be:

- Included in the document where it is to appear
- Cited in the text
- Formatted as a Microsoft Word table
- Created without tabs

Figures

Abstracts may include a maximum of <u>one figure</u>.

The figure must be:

- Cited in the text
- Supplied electronically in the body of the text at 300 dpi minimum
- Inserted as a single, composite file (not separate graphical units, even if it is made up of parts)
- Submitted without embedded hyperlinks

Figure title and legend must be formatted as part of the text file and not part of the graphical figure.

Poster Competition guidelines are subject to change with notification.

If you have any questions regarding the preparation of abstract submissions, please contact Divya Rao, HQP Program and Network Events Manager, at divyarao@nanomedicines.ca.