

ABSTRACT GUIDELINES

Please refer to the following guidelines carefully and prepare your abstract accordingly.

All abstracts must follow the layout that you find in the “Abstract – sample file.doc” file.

- The abstract must fit in one A4 page.
- Set document margins as “Normal”.
- Character font is Times New Roman:
 - Title of paper: the title is printed in CAPITAL LETTERS, with the exception of scientific names which should be in lower case and italicized. Scientific names should not be preceded or followed by commas or parentheses or other markings. Times New Roman 10, **Bold**
 - Author(s): indicate the presenting author with an asterisk. Type in lower case, Times New Roman 9, *italic*
Name of the authors must be “First Name(s) Surname(s)”
 - Affiliations should be indicated with letters (a, b, c...). Type in lower case, Times New Roman 9
 - “Background”, “Methods”, “Results”, “Conclusions” are written in Times New Roman 9, **bold**
 - Body of text: Times New Roman 9
- Spacing: Single spaced
- Paragraphs: paragraphs should be separated by a blank line and should not be indented
- Add legends for illustrations and table headings
- Images: photos/images where the patient can be seen are NOT allowed

Save it in .doc/.docx format.

Name it following this order: Last name_name abstract.doc (e.g. Smith_John abstract.doc)