Instructions to Authors

Before proceeding to submit your abstract, please read the following author instructions to ensure you have all of the information that will be needed to complete the submission process.

Abstracts **MUST** be typed into the following Word template:

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- Abstracts must be submitted via the online abstract submission site
- Abstracts must be submitted by the presenting author
- Do not change the page margins or any set up features.
- **Your abstract should not exceed one A4 page**
- The abstract should be typed in 12 point Calibri font (do not use "bold" type)
- If inserting colour tables and images into the template, please keep in mind that these may not reproduce well on a monotone printer, so it is preferable that the images used be suitable for black and white printing.

Submission guidelines

1. Title

Use sentence case, **bold**, Calibri font 14 point, 150 character limit (including spaces). Concisely encapsulate the work presented in the abstract. Sentence case is when you only capitalise the first letter of the first word in a heading – like you would in a sentence. Proper nouns also have a capital.

2. Authors

Starting on a new line, without a line-space to the Title, list the Presenting Author first, followed by other authors and contact details entered as directed in the template. Use a mixture of upper and lower case text, e.g., Geoffrey A Harrison, Peter L McCartney & James H Lennon. Use sentence case, **bold**, Calibri font 12 point

3. Addresses

Commence each author affiliation on a new line with the superscript linking the author to their affiliation(s) at the beginning. All affiliation details should be listed in full (not abbreviated). For example:

[1]Department or division name, Affiliation/institution name, City, STATE, Country
[2]Department or division name, Affiliation/institution name, City, STATE, Country

4. Text

Leave one line space after the Authors/addresses. Do not indent. Type as one block of text and include sub-headings: Introduction, Aims, Methods, Results and Discussion (including any conclusions drawn from results). Start each heading on a new line with text immediately following heading and without additional line spacing. Section headings should be in 12 point and italic and bold. If any references are added, include one additional line spacing following the abstract text (see sample of references below). The abstract should be left-and right-justified. The text should be as informative as possible. Statements such as "The results will be discussed" are not acceptable and will likely result in rejection.

5. Units

Concentration – use either molar or mass units as most appropriate: nmol/L, μmol/L, mmol/L, etc.; or: ng/L, μg/L, mg/L, etc.

Dose schedules – use mg/kg per day, or mmol/kg per day etc.

6. Figures and tables

One figure or table is allowed per abstract.

7. References

In the text, citations should appear as first author plus et al (if multiple authors) followed by year (eg., Medic et al, 2010). The listed references after the text of the abstract are to be shown in alphabetical order of first author. The format for citations in text for bibliographic references follows the APA style. Citation of an author's work in the text should follow the author-date method of citation; the surname of the author(s) and the year of publication should appear in text. For example:

Bauin, S., & Rothman, H. (1992). Impact of journals as proxies for citation counts. In P. Weingart, R. Sehringer, & M. Winterhager (Eds.), *Representations of science and technology* (pp. 225–239). Leiden: DSWO Press.

Borgman, C. L. (Ed.). (1990). *Scholarly communication and bibliometrics*. London: Sage.

Buckland, M., & Gey, F. (1994). The relationship between recall and precision. *Journal of the American Society for Information Science, 45*, 12–19.

Hoppe, K., Ammersbach, K., Lutes-Schaab, B., & Zinssmeister, G. (1990). EXPRESS: An experimental interface for factual information retrieval. In J.-L. Vidick (Ed.), *Proceedings of the 13th International Conference on Research and Development in Information Retrieval (ACM SIGIR '91)* (pp. 63–81). Brussels: ACM.

Kling, R. & Elliott, M. (1994). *Digital library for usability*. Retrieved July 19, 2011 from http://www.csdl.tamu.edu/DL94/paper/kling.html