2nd EMPHNET Conference & 5th TEPHINET Regional Scientific Conference

Abstract Instructions

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PROCEDURES AND DEADLINE:

> Please see the EMPHTRACT homepage or EMPHNET website (Conferences tab) for this information.

Instructions for Abstract and Supporting Documentation Submission:

- Use Microsoft Word to create abstract. Save each abstract and other document as separate files and paste them into the web-based abstract submission system.

- Abstracts may not exceed 350 words characters in length.

- The word count excludes the subheadings of the structured abstract (Background, Methods, Results, Conclusions), title, author list, address, or keywords. A word count is easily obtained by selecting the appropriate text of the abstract and then choosing the "Word Count" command in the "Tools" menu of Word.

- Justification: left aligned only

- Because of production limitations, no graphics can be accepted.

ABSTRACT FORMAT (The web-based system will collect the following information. See sample abstract to indicate how abstract text should be pasted from word into the web-based system):

1.   **Authors and FETP identification.**

- First author (presenter). Type the full first name and middle initial, if any, before the last name (e.g., John H. Jones).

- Co-authors. List each co-author in order of contribution by typing one initial followed by the last name (e.g., D. Smith, S. Brown).

- Home country in which FETP is based

- Presenter's year of entrance into FETP

- Presenter's email, complete mailing address, and complete office telephone number.

2. **Title**.

- Be brief. Avoid subtitles if possible.

- Capitalize major words only. Capitalize the second component of hyphenated terms.

- Do NOT use abbreviations or acronyms in title.

- Give geographic location (country, state or city) and dates of study or investigation. Do not abbreviate geographic locations; separate them from the rest of the title by an em dash, e.g., "Outbreak of Pneumonia — Texas, 1995."

3. **Abstract text.**

- Structure the abstract, using the following subheadings to identify each section: **Background**, **Methods**, **Results**, **Conclusions**.

- Each subheading should be typed flush left, in bold font, and followed by a colon.

- The **Background** section should address both 1) the public health significance of the subject and 2) the scientific background and rationale for the study (see sample abstract).

- Since an abstract is a citable document, the **Results** section must contain data. It should not include such statements as "Data will be discussed." *If considerable work is needed before the conference, please state in the abstract that results are preliminary*.

- Because of time constraints, changes cannot be made to the abstract after it is submitted. You may find, however, that the results and conclusions of the study do change, based on data analysis done after submission of the abstract. If your abstract is accepted and significant changes have been made after submission of the abstract, please highlight the changes in your presentation, whether oral or poster.

5. **Key words:**
- Please include 4-6 key words; use terms listed in the Medical Subject Headings (MeSH) from the Index Medicus (http://www.nlm.nih.gov/mesh/meshhome.html).

6. **Word count of abstract:**
- Abstracts are limited to a maximum of 350 words (see instructions above). If an abstract exceeds this length the review committee will either; a) deduct 1 to 4 points from the final abstract score, b) truncate the abstract at 350 words, or c) reject the abstract outright.

STYLE GUIDELINES:
- Avoid the use of jargon, such as "cases" for "patients."

- Define all abbreviations upon first use in the abstract, e.g., oral contraceptives (OC), except for those used in standard measurements, e.g., 25 mg\L.

- Use an en dash "–" with no spaces between characters for a dash, e.g., "health-care providers in the area–i.e., physicians."

- Spell out numbers less than 10 except in the case of standard measurements such as time, dose, and temperature, e.g., "two patients," but "2 cc" and "9 p.m."

- Use metric units. Show conventional terms, if desired, in parentheses, e.g., "0 C (32 F)."

- Use standard "mL," "cm," etc. Exception: Use "L" for liter.

- Use "%" with specific measurements, e.g., "2%," but use "percentage" in stating a generality or category, e.g., "The percentages reflect . . ."

- When a percentage is given in addition to a numerator and denominator, the percentage should directly follow the numerator and be enclosed in parentheses, e.g., "18 (86%) of 21 patients developed..."