

## INSTRUCTIONS FOR THE PREPARATION AND SUBMISSION OF ABSTRACTS

Your abstract will appear exactly as you type it. Please follow these instructions carefully. **Abstracts that do not conform to the required format will be returned for reformatting**

**FORMAT AND SIZE:** The dimensions of the abstract must not exceed 17 cm wide x 12 cm deep, including the title, authors, and institutional addresses.

Please set your word processor to the following:

- **Paper Size:** A4 (not Letter or Custom)
  - **Margins:** Top, Bottom, Left and Right set to 2 cm
  - **Typeface and Font:** Arial **11** point.
- Abstracts should describe new work that has not been previously published.
  - Model your abstract on the sample shown below.
  - Please type the word 'SYMPOSIUM' at the top of the page if you are an invited symposium speaker.
  - Abstracts for symposia need not include the procedural subheadings shown in the example below

### TITLE OF A SAMPLE FREE ABSTRACT FOR AOVSM 2008

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Regional University, State Name postcode, Name of Country if not Australia.

**AIM:** To provide a proforma for AOVSM abstracts. A uniform style of presentation will make the abstracts easier to read. **METHODS:** You must include a brief description of the research methods used (1). Submitted abstracts describing work in progress or recently completed should show the four procedural headings – Aims, Methods, Results, Conclusion. However, this proforma may not be suitable for invited Symposia abstracts which aim to provide an overview of an area and/or recent advances in the field. **RESULTS:** Your abstract should show the title in bold, upper case text. The authors' full names should appear on the next line in lower case plain text with the name of the presenting author underlined. On the next line show the affiliations of the authors *in italics* with different affiliations indicated with superscripted numbers. Following this, a short address in plain text; include the country only if the work does not originate from Australia. Leave the next line blank before you start on the text of your abstract. **CONCLUSION:** The conclusions should sum up your findings and indicate what your findings contribute to the field of study.

1. You may cite related studies, but you must do so within the space limit. It is not necessary to include the title. Authors (year) *Journal* **vol**: page nos.

### CONTACT AND PROGRAMMING DETAILS

Leave 4 lines below the abstract and type the following details.

- **Name of submitting author**
- **Postal address, phone and fax numbers and email address.**
- **Preference for "Oral" or "Poster" presentation.** (Please note that the final decision on programming rests with the Organising Committee.)

## **INSTRUCTIONS FOR SUBMITTING ABSTRACTS**

**REGISTRATION OF PRESENTING AUTHOR:** The presenting author must be registered for the conference before an abstract will be considered. **Abstracts received prior to registration will not be considered until registration has been received.**

### **ABSTRACT SUBMISSION:**

- Save the abstract as a MS Word file (.doc extension).
- If this is not possible, save as a Rich Text File (.rtf).
- Name the abstract file "AOVS 2008 – author surname".
- Send the file as an attachment to an email to [convention@optusnet.com.au](mailto:convention@optusnet.com.au). Abstracts will not be accepted by fax or on floppy disc.
- The subject line of the email **MUST** be "AOVS 2008 - author surname". If you do not do this, there is a risk that it could be deleted by our anti-virus software.
- **Macintosh users:** please check that your file has either a .doc or .rtf extension and that your email does not convert your attachment to a ZIP file

**The deadline for receipt of abstracts is Friday, 31 October 2008**

### **ACKNOWLEDGEMENT**

- Abstracts will be acknowledged by an email message as soon as they have been received.
- **If you do not receive acknowledgement of the receipt of your abstract within five working days, please contact Convention Associates ([convention@optusnet.com.au](mailto:convention@optusnet.com.au)).**