



Abstract guidelines

ABSTRACT FILE FORMAT: .doc, .docx, .pdf

LENGTH: no longer than 2 pages (A4 size)

FONT SIZE AND SPACING: Times New Roman 12 pt., Line spacing: 1.15

Abstract components:

TITLE: Use a concise title that summarizes the content of the abstract.

AUTHORS: Enter complete author(s) names (example: John S. Doe, PhD). Include the name, and degree.

AFFILIATIONS: List the name of each author's institution, city, state, and country (do not include department, division, laboratory, etc.).

KEY WORDS: Choose 4 - 8 key words in the menu (highest priority first). Additional key words are accepted but should be words in common usage.

ABSTRACT TEXT: Describe the relevance of the research using background, methods, results, and conclusions. Submitters/authors are responsible for the accuracy of the abstract text.

ACKNOWLEDGEMENT: Grant acknowledgements may be included here.

CONTACT INFORMATION: Provide all pertinent contact information to ensure that correspondence is received promptly and accurately. You should also specify the "presenting author."

OPTIONAL: Your presentation preference: Oral Presentation or Poster

10 points used in the Selection Process

During the abstract selection process the following 12 points are used as a guide. We strongly recommend that you ensure your abstract satisfies these points.

1. Does the abstract capture the interest of a potential reader of the paper?
2. Is the abstract well written in terms of language, grammar, etc.?
3. Does the abstract engage the reader by telling him or her what the paper is about and why they should read it?
4. Does the abstract title describe the subject being written about?
5. Does the abstract make a clear statement of the topic of the paper and the research question?
6. Does the abstract say how the research was/is being undertaken?
7. Does the abstract indicate the value of the findings and to whom will they be of use?
8. Does the abstract describe the work to be discussed in the paper?
9. Does the abstract give a concise summary of the findings?
10. Should the abstract be accepted?