



## AUTHOR INSTRUCTIONS FOR ABSTRACT SUBMISSION

Please print these instructions and have them close by for reference when you submit your abstract online.

You will need to upload a Microsoft Word version of your abstract when you submit online. Please use the Abstract Template provided. You will also need a short biography (max 50 words) for each author (including all co-authors).

### DEADLINE FOR ABSTRACT SUBMISSIONS

The deadline for abstract submissions is **5pm Monday 29<sup>th</sup> October 2018**. Authors will be notified of abstract status by **Friday 14<sup>th</sup> December 2018**.

### FORMATTING OF ABSTRACTS

*Please note that these formatting guidelines refer only to the Microsoft Word version of your abstract, which will be uploaded as part of the submission process. Prepare your abstract in this Microsoft Word format and save to your computer before starting the online submission process.*

All abstracts need to be submitted in the same format. A template is provided to assist with formatting – please download from the Program Page on the conference website. All abstracts should be created in Microsoft Word, A4 paper size, Arial font, single spacing, right and left justified for body of text. Abstracts should be a maximum of **300 words**.

#### Title

The abstract title should be short (*strictly no more than 12 words*), informative and contain the major key words. It should be in Arial, **BOLD**, 14 pt size, and centre aligned. The abstract title should be in initial capital/lower case, not all capitals.

#### Authors

Abstract Titles should be followed by authors' first initial then surname (with the presenting author in **bold**). These should be in Title Case, Arial, 12 pt size, and left aligned. The presenting author should be listed first, with co-authors then listed alphabetically. Superscript numbers must be used to indicate the author's institution or organisation, followed by city and state (**in this order**). **Do not include degrees or professional titles (e.g. Dr, Prof., etc) or post nominals.**

*See example below:*

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# 4th Australian Nursing and Midwifery Conference



**Leading the Way:**  
Nursing and Midwifery quality, research and education  
2 & 3 May 2019  
Newcastle Exhibition and Convention Centre, Newcastle, NSW  
[www.nursingmidwiferyconference.com.au](http://www.nursingmidwiferyconference.com.au)

## Abstract text

- Abstract text must be in Arial, 12pt size, single-spaced and justified.
- Sub-headings eg Introduction, Method, Results etc may be included if required, however they will be included in the word count.
- Abstracts are to be a maximum of 300 words, including references.
- There is to be a maximum of 2 references. References should be listed at the bottom of the page, in Sentence case, Arial, 10 pt size and justified. Please do not use footnotes or superscript numbers within the body of your abstract.
- Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at the first mention and follow with the abbreviation in parenthesis. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- Capitalise the first letter of trade names.

## HOW TO SUBMIT YOUR ABSTRACT

Abstract submission will only be accepted via the conference website [www.nursingmidwiferyconference.com.au](http://www.nursingmidwiferyconference.com.au).

To submit your abstract online you will need the following:

- Your abstract, prepared first in Microsoft Word, adhering to the formatting guidelines listed above.
- Your brief biography (50 words or less).
- Name, position, organisation and brief biography of any co-authors.

Please note that the main presenting author must be the one to submit the abstract. This is the person all correspondence will be sent to, and, if accepted, this is the name that will appear in the conference program.

To submit your abstract online, please visit the program page of the conference website [www.nursingmidwiferyconference.com.au](http://www.nursingmidwiferyconference.com.au) and click on the **“SUBMIT ABSTRACT”** link.

1. You will need to create a user ID, and will be issued with a password. Please make a note of these, as you will need them to log on and view your abstract status, or to make changes to your abstract.
2. After you have signed-in, click on “Manage Documents”.
3. If you haven’t already done so, download the provided document template and prepare your abstract in Microsoft Word, using the formatting guidelines provided.
4. Click on **“Submit New Document”**.
5. Under **“Document Title”** enter the full title of your abstract, in sentence case.
6. In the **“Summary/Description”** field, copy and paste the body text of your entire abstract, excluding the title, author names and author affiliations (max 300 words)
7. **“Category”**: Please choose a topic that best suits your abstract.
8. **“Presentation type”**. Select your preferred presentation type.

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9. **“Equipment Required”**: Leave blank, this is not a required field.
10. **“Additional Comments”**: Optional, please include a 1 sentence potential tweet/highlight of the presentation that may be used by the conference committee prior to or during the conference to advertise or promote your presentation.
11. When all fields are completed on this page, click on “Next” (located at the bottom right hand side of the page).
12. **“Co-Authors”**: If required, add details of any co-authors, including a brief biography for each co-author. If there are no co-authors, leave all fields blank. Please note that “Title” refers to the person’s title (eg Dr, Prof, Mr, Ms etc) and NOT the title of your abstract submission.
13. If there is more than one co-author, click on “Add more Co-Authors” at the bottom of the page. When this section is complete, click on “Next”.
14. **“Upload File (must be less than 8MB)”**: In this field, enter the location on your computer of the Microsoft Word version of your abstract to upload. Click on “Browse” to find the file. When the file location appears in the box, click on “Upload”.
15. If successfully uploaded, your abstract will appear on the screen in front of you under “Submitted Documents”. Click on the pencil icon to view and/or modify.
16. To view and/or modify your abstract at a later date, you will need to sign-in and click on “Manage Documents”, then click the pencil icon next to the document title you wish to modify.

## Assistance

If you have any queries or require assistance with the abstract submission process, please contact East Coast Conferences:



### East Coast Conferences

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