

**Instructions to authors on submission of abstracts for
The Annual Academic Sessions of the Kandy Society of Medicine
February 2017**

1. **Submission of abstracts:** Four copies of the abstract printed on A4 Paper (**two copies with and two copies without names and affiliations of authors**) must be submitted to the KSM office.

A soft copy of the abstract must also be emailed to: ksmabstracts@gmail.com

The topic of the abstract should be stated in the subject column of the email.

In addition, one **Abstract Information Form** (provided by the KSM) should also be completed for each abstract.

2. **Submission Deadline:** All abstracts (both hard and soft copies) should reach KSM Office on or before **Tuesday 15th of November 2016, 4.00p.m.**
3. The documents may be handed over personally or posted to the KSM Office, to meet the deadline. KSM will not accept responsibility for any postal delay.
4. Abstracts should be accompanied by an ethical clearance, if the nature of the study so requires such clearance.
5. **A reference number** will be allocated to each abstract, which must be quoted in all further communications.
6. **Formatting of the abstract:** Begin the text of abstract without indentation, and use single spacing. The required font type is Times New Roman, font size 12. There should be no space between paragraphs.
7. **Title:** The first line of the abstract should include the title, which should be brief and in **Bold capital letters**.

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8. **Author names:** The second line of the abstract should include authors' **surnames followed by their initials**. Do not use prefixes such as Prof, Dr, Mr or Mrs. The name of the presenting author should be underlined.

The next line should state author affiliations. Please use superscript numbers to link each author with his/her relevant affiliations.

9. **Abstract Text:** The text of the abstract should include a maximum of 250 words. The word count should be indicated at the end of the abstract.

Research abstracts should be structured as follows: **Background, Objectives, Methods (including statistical methods where relevant), Results and Conclusions**.

The authors are requested to use generic names of drugs as far as possible.

Case reports should be structured as **Introduction, Case report and Conclusion**.

The abstract text should not include tables or figures. References are not required.

10. The authors should take intellectual and ethical responsibility for the work and contents of the paper.
11. If the work has been previously presented or published in part, this should be stated clearly in the abstract information form.
12. The abstracts will be reviewed anonymously by referees and the outcome will be communicated to the corresponding author.
13. All deadlines must be strictly adhered to when submitting the initial and revised abstracts. Delayed submissions may not be considered.
14. If accepted as an oral presentation/ poster, preferably all authors, or **at least the presenting author should register for the sessions**, in order for the paper to be considered for presentation and for printing in the Book of Abstracts.