



People, Planning and Practice

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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 Friday 25th May 2018**. Authors will be notified of abstract status by Friday 8th June 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 20 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:

B Smith¹, M Pattermore^{1,2}, L Ward²

¹University of Sydney, Sydney, NSW

²University of Queensland, St Lucia, QLD

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.
- Don't include images, pictures, tables or graphs. Abstracts must be text only.

HOW TO SUBMIT YOUR ABSTRACT

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- Your abstract, prepared first in Microsoft Word, adhering to the formatting guidelines listed above. (Please do not upload your document as a PDF).
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- Name, position, organisation and brief biography of all 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.

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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)
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Assistance

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

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