

**2021 NSW Vertebrate Pest Management Symposium**  
***Pest management for practitioners***  
**Dates TBC**  
**Taronga Western Plains Zoo, Dubbo NSW**

**AUTHOR INSTRUCTIONS FOR  
ABSTRACT SUBMISSION**

Please use the Abstract Template provided when preparing your abstract. Please also include a short biography (max 50 words) for the presenter/s. It is not necessary to include biographies for all co-authors.

**DEADLINE FOR ABSTRACT SUBMISSIONS**

The deadline for abstract submissions will be announced once the revised symposium dates have been confirmed. Abstract submissions are welcome in the meantime.

**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/s in **bold**). These should be in Title Case, Arial, 12 pt size, and left aligned. 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 Smith**<sup>1,2</sup>, M Pattermore<sup>1,2</sup>, L Ward<sup>2</sup>

<sup>1</sup>University of Sydney, Sydney, NSW

<sup>2</sup>University 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**

Please email your abstract (prepared using the template provided) to [jayne@eastcoastconferences.com.au](mailto:jayne@eastcoastconferences.com.au) and include the following in your email:

- Short biography (up to 50 words) for the presenter and any co-presenters (not necessary for co-authors if they will not be presenting at the symposium)
- Full contact details for the presenter/s
- Nominated theme for your abstract to be considered for

### **Assistance**

If you have any questions, please contact Jayne at East Coast Conferences:

Phone: 0423 497 038

Email: [jayne@eastcoastconferences.com.au](mailto:jayne@eastcoastconferences.com.au)