

## Abstract Guidelines

- A. Abstract heading should contain:
  - 1. Title in BLOCK CAPITALS throughout.
  - 2. Next line - Author(s) name(s) [first name, initial, surname.] Underline the surname of the presenting author.
  - 3. Next line - Institution(s), city, state and country of origin.
  - 4. One line space prior to text commencement.
- B. Text should be:
  - 1. Single-spaced throughout with dark, high quality print.
  - 2. The first line of each paragraph should be indented by three (3) spaces.
  - 3. The text should not contain subheadings, underlines or bold type.

## Abstract Content Guidelines

- A. The text must have a maximum of **250 words**. Longer abstracts will not be accepted.
- B. Scientific abstracts should contain brief but complete statements of: Introduction, Study Objectives, Methods, Results and Conclusion(s).
- C. Non-scientific (Descriptive) abstracts should contain statements of: Introduction, Objectives of Report, Description of Subject, Substantiation of Opinions or Statements and Conclusion(s).
- D. The abstract must contain sufficient information so that if it is published in the proceedings of the meeting or in a journal, it will be a complete scientific report independent of the presentation.
- E. The text should not contain statements alluding to results or conclusions not presented in the text, e.g. abstracts stating "will be discussed", "will be presented" will be rejected.
- F. Abstracts should be written in the past tense (ie: should state what was done. not what is being, should or will be done).
- G. Use only standard abbreviations. Non-standard abbreviation should be kept to a minimum and defined in parentheses in the text. In general, no more than 2 non-standard abbreviations should be used and should only be used to replace works appearing four (4) times or more in the text. Use SI units except for pressure - Use cmH<sub>2</sub>O or mmHg or ATA with kPa units in brackets (optional).
- H. Abstracts containing graphs, diagrams, or complex tables will not be accepted unless they are provided in a computer graphic format compatible with MS Word.
- I. Acknowledgement of supporting institutions may be made at the end of the text. References should not be included.
- J. Presentations **MUST** be forwarded to the HTNA Conference Committee no later than 26<sup>th</sup> Aug 2022 via [conference@htna.com.au](mailto:conference@htna.com.au)
- K. If a presentation is too large it can be dropped into the HTNA Google Drive account (e-mail conference committee for details). All presentations **MUST** be in word for windows format.

## Principles of Abstract Selection

- A. For both the scientific standards and journal publication all scientific abstracts must provide sufficient detail of study objectives, methods, results, and conclusion(s).
- B. Abstracts cannot meet the scientific standards if they have:
  - 1. Absence of inadequate descriptions of the methods, results or conclusions.
  - 2. An insufficiently quantitative description of the results.
  - 3. Allusions to any information (especially results or conclusions) that is not present in the abstract, but which will be presented at the meeting.
  - 4. Jargon, undefined non-standard terms or abbreviations.
- C. Abstracts of a non-scientific nature (eg: case reports, those expressing opinions on topics or describing situations or practices but without a scientific approach) may be accepted for presentation in limited numbers because of their potential interest to the meeting. Such abstract must still contain sufficient description of objectives of the report, description of the subject, some information to substantiate opinions or statements and a conclusion.
- D. A reader of the abstract must obtain sufficient information to understand the methods by which the results were obtained and must see the pertinent results that justify the conclusion in the absence of attendance at the presentation.

## Poster Presentations

- A. Posters are to be no larger than 1.2 m x 1.95 m.
- B. The organisers will supply display boards on which the posters will be mounted.
- C. All posters should be mounted for display prior to the start of the conference.
- D. Posters will remain on display for the duration of the conference and are to be manned for at least the morning and afternoon tea breaks.
- E. All poster presenters are encouraged to provide handout material relating to their poster.
- F. Printing on the poster should be readable from distances over one metre.
- G. Titles displayed in block capital of minimum size 25 mm at the top of the poster.
- H. The titles should display the names of the author(s) and the institution(s).
- I. All content should be simple and not overburdened with detail. Contents depicting research should contain the study purpose, methods, results and conclusion.

**These abstract guidelines must be carefully read and strictly adhered to in all submissions.**