

## INFORMATION FOR CONTRIBUTORS TO THE SCIENTIFIC PROGRAM

- All papers (free and invited speakers) and posters require an abstract.
- Presentations (slide and video) will only have electronic PowerPoint support.
- Speakers requiring VCRs, online facilities, etc., will be responsible for the costs incurred in hiring this equipment.
- The timing (presentation and discussion) of all papers is to be set at the discretion of the Convenor of each symposium. Notification of the timing of presentations will appear in correspondence sent to all successful authors.
- An abstract of each paper to be read must be submitted to the College not later than **2 December 2011** to facilitate compilation of the final program.
- Contributors are invited to submit their full pages for publication in *The Australasian Journal of Dermatology*. The manuscript must be submitted electronically via *Manuscript Central* following the Journal guidelines.
- Fellows of College are reminded of the College's Regulation concerning the assignment of papers read at College's scientific meetings to *The Australasian Journal of Dermatology*.

### Structure of abstracts

Abstracts should comprise the following elements, with each beginning a new paragraph:

- **Title:** The abstract title should be in bold initial capital/lower case, not all capitals. The abstract title should be no more than 20 words.
- **Authors:** Authors' names should be supplied in the surname-last format and should be in initial capital/lower case, not all capitals, with the presenting author underlined. Institutional affiliations should be indicated with superscript numbers following the author name.
- **Affiliation:** All affiliations should contain institution, city and country.
- **Abstract text:** Maximum length of abstract text is 250 words. Sub-headings e.g. Introduction, Method, Results, etc. may be included if required.
- **References:** (optional) References can be included in the abstract text with superscript numbers. Any references included in a reference list must be cited within the abstract text.

Abbreviations should be used only for common terms. For uncommon terms, the abbreviation should be given in brackets after the first full use of the word.

Tables, diagrams and graphs CANNOT be accepted in the abstract submission. This is due to the limitations of the computer software program.

To ensure consistency in formatting, all abstracts are to be submitted in Microsoft Word format using the abstract template format.