

# Guidelines for Authors: Preparation of Abstracts

## General Guidelines

Abstracts may be submitted in English or in French (with English translation if possible). The author should clearly indicate name, address, telephone/fax numbers and e-mail.

**All abstracts must be submitted by e-mail in MSWord format by Friday, August 6, 2010.**

### Title

The title should be in bold, sentence case with no full stop at the end, e.g:

### Results from experiments in this field

### Authors

First name, middle initials if required, and surname with no full stop at the end. Underline the name of the corresponding author. A comma should separate author names. Where authors are from a number of different institutions, the appropriate institution number from the affiliation list should be given as a superscript number immediately after each author's name, e.g.:

John Smith<sup>1</sup>, Susan Jones<sup>2</sup>, Bill Fisher<sup>3</sup>

If the authors are presenting an abstract on behalf of a study group, this information should not be included in the author list, but should appear in an Acknowledgements section.

### Affiliations

Affiliations should include department, institute, town and country. Where there are multiple affiliations, each should be listed as a separate paragraph. Each institute should appear in the order used against the author names (see above paragraph) and show the appropriate superscript number, e.g.:

<sup>1</sup>Department, University, Town, State, Zipcode,  
USA

<sup>2</sup>University, Town, State, Postcode, UK

<sup>2</sup>Company, Town, State, Canada, Postcode

### Main text

- Should not be more than 250 words
- Please use single line spacing
- Type the text unjustified, without hyphenating words at line breaks
- Use hard returns only to end headings and paragraphs, not to rearrange lines
- Use the BioMed Central reference format (see below)
- Greek and other special characters may be included. If you are unable to reproduce a particular special character, please type out the name of the symbol in full
- SI units should be used throughout (litre and molar are permitted, however)
- Web links (URLs) should be provided in full, including both the title of the site and the URL, in the following format:  
Mouse Tumour Biology Database  
[[http://tumor.informatics.jax.org/cancer\\_links.html](http://tumor.informatics.jax.org/cancer_links.html)]
- Abbreviations should be used as sparingly as possible and should be defined when first used

### Presenting the same data

Since the abstracts presented at the CSACI meeting will be published in our on-line Journal, we cannot accept previously published abstracts when a different journal already holds the copyright (e.g. Journal of Allergy and Clinical Immunology for abstracts presented at the annual AAAAI meeting) without permission from the copyright holder to do so. Anyone wishing to submit an abstract that has been previously presented may do so, but it will not be published as part of the Proceedings to avoid copyright infringement.

Any questions regarding this manner can be submitted to the CSACI for clarification.

### Structured abstracts

In structured abstracts, paragraph headings should be typed in **bold** with no colon at the end. Do **not** use the heading 'Abstract'. Each heading should be in a separate paragraph, e.g.:

#### Background

Followed by regular text, on a new line and in the same format as shown above for main text.

#### Materials and methods

#### Results

#### Conclusions

### Tables

Tables should be numbered (e.g. Table 1) with an optional title and legend, and should be included in the document where they are to appear. Tables must be cited/called out in the text.

Tables should be formatted using the "Table function" in a word processing program to ensure that columns of data are kept aligned when the file is sent electronically. Tables should not be created with tabs or submitted as graphical items.

### Figures

Figures and illustrations should be numbered (e.g. Figure 1) with an optional title and legend. This text must form part of the text file and not the figure file. Figures must be cited/called out in the text.

Figures must be supplied electronically in the body of the text at 300 dpi minimum. Each figure must be inserted as a single, composite file (parts must not be separate graphical units). Don't include figures with embedded hyperlinks.

### Acknowledgements

Brief acknowledgements may be included and should be placed after **Conclusions** and before the **References**. If the abstract is being presented on behalf of a study group, this information should be noted here rather than in the author list.

### References

All references should be cited/called out consecutively in the text, using numbers in square brackets. Only papers that have been published, or are in press, or are available through public e-print/preprint servers should be included in the reference list.

Journal abbreviations should follow MEDLINE standards.

References should be laid out at the end of the abstract in BioMed Central style and preceded by the relevant reference number. An example of a reference for a journal article follows. The full reference style guide can be found at the journal's website.

1. Chomczynski P, Sacchi N: **Single-step method of RNA isolation by acid guanidinium thiocyanate-phenol-chloroform extraction.** *Anal Biochem* 1987, **162**:156-159

## Guidelines for Authors: Preparation of Abstracts – Sample Abstract

**Abstract title here in sentence case (no unnecessary capitalization) and no full stop at the end**

Firstname A Lastname<sup>1\*</sup>, Firstname B Lastname<sup>2</sup>, Firstname C Lastname<sup>3</sup>

<sup>1</sup>Department, University, Town, State, Zipcode, USA

<sup>2</sup>University, Town, County, Postcode, UK

<sup>3</sup>Company, Town, State, Canada, Postcode

\*Email address of corresponding author if being included

The text in this abstract should not be more than 400 words, unless otherwise specified by your conference organizer. Please use single line spacing and type the text unjustified without hyphenating words at line breaks. Use hard returns only to end headings and paragraphs, not to rearrange lines.

Greek and other special characters may be included - if you are unable to reproduce a particular special character, please type out the name of the symbol in full. SI units should be used throughout (litre and molar are permitted, however). Abbreviations should be used as sparingly as possible and should be defined when first used.

Citations to references should be included in square brackets [1,2], and citations to any figures (Figure 1) and tables (Table 1), must also be included.

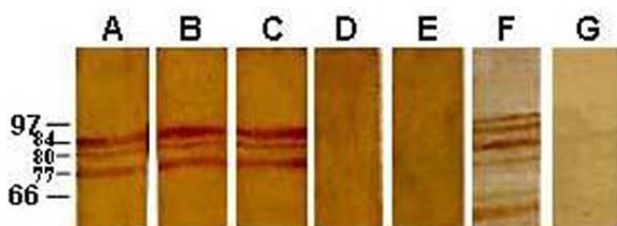
Structured headings such as Background, Results and Conclusions may be added.

**Table 1.** Tables should be formatted using the "table function" in a word processing program not created with tabs or submitted as graphical items.

	X <sup>a</sup>	Y	Z	p <sup>*</sup>
Parameter 1	≤9	10-12	≥13	0.01
Parameter 2 <sup>b</sup>	1.20	1.07	0.98	0.0001
Parameter 3	a	b	c	0.05

Short legend if required. <sup>a</sup> footnote. <sup>b</sup> footnote.

**Figure 1.** Figure titles and legend must form part of the text file and not be part of the graphical figure. Figures must be supplied electronically in the body of the text at 300 dpi minimum. Each figure (even if made up of parts) must be inserted as a single, composite file.



Short legend if required.

### References

1. Lastname A, Lastname B, Lastname C: **Title of journal article.** *Journal Medline abbreviation* year, vol: first page-last page.
2. Lastname E: **Title of book chapter.** In *Name of Book. Volume 2.* 2nd edition. Edited by Lastname F. Place: Publisher; year first page-last page.