

## **Guidelines for Preparation and Submission of Abstracts and Extended Abstracts**

### **1] Guidelines for preparation and submission of abstracts**

- i) The abstract must report original research.
- ii) The title should be brief and explain the study reported. Capital letters should be used only for the first letter in the first word of the title and proper nouns.  
The address of the Institution in which the work was carried out should be included. If the collaborators are from different Institutions, the addresses of the respective institutions should be included. The **name of the presenting author should be underlined**.  
Capital letters should be used only for the initials and first letters of the surnames of authors.  
The text of the abstract should not exceed 300 words.
- iii) Standard abbreviations of SI units should be used.
- iv) Acknowledgements should be restricted to funding agencies.
- v) The abstract must be submitted in MS Word format.

### **2] Guidelines for submission of extended abstracts**

- i) The extended abstract should not exceed 800 words.
- ii) The text should include the following aspects: Background, Objectives, Materials and Methods, Results and Discussion, Conclusion.
- iii) Tables and figures can be included if essential.
- v) References must be given at the end of the extended abstract.

### **3] Declaration by the authors**

- i) **Annexed Form A** must be completed by the Principal/Supervising Author (should be a member of the IOB) and the signed and scanned soft copy of form A should be sent with each abstract submitted. All correspondence will be addressed to the Principal/Supervising Author.  
In the event that the presenter indicated in the application is unable to present the paper at the sessions it is the responsibility of the Principal/Supervising author either to withdraw the paper in advance or arrange for one of the Co-authors to present the paper.  
In the case of a single author where he/she could not present the paper due to ill health or any other valid reason the IOBSL Council can decide to grant a grace chance to present the paper at the next IOB Annual Sessions.
- ii) **Annexed Form B** should be completed by all Co-authors. In case of student members, the Head of the Department concerned should certify this form. A scanned copy of filled and signed Form B of each co-author should be submitted with the abstract.
- iii) **\*\*Considering the current pandemic situation, the use of e-signatures in Forms A and B is allowed this year.**

### **4] Date of submission**

Abstracts, Extended Abstracts and Scanned Declaration Forms should be emailed on or before 4.00 pm of **29<sup>th</sup> June 2020** to: [iobabstracts2020@gmail.com](mailto:iobabstracts2020@gmail.com)

- **Please send all queries to the above email address as well.**