



Guidelines for Preparation and Submission of Abstracts and Extended Abstracts

[1] Guidelines for the preparation and submission of abstracts

Content requirements:

- a. The abstract must present **original research**.
- b. It should be written as a **single, coherent paragraph**, clearly covering the following components: **background, objectives, methodology, results, and conclusion** based on the results.
- c. The title should be concise and clearly describe the study.
- d. Figures, Tables, and Citations should not be included.
- e. The abstract must not exceed **300 words**.
- f. **Capital letters should be used only for the first word of the title and for proper nouns.**
- g. Include a maximum of **five keywords**.
- h. Standard abbreviations of SI units should be used.
- i. Acknowledgements should be limited to funding agencies only.

Author and institution information:

- j. Capital letters should be used only for the initials and first letters of authors' surnames.
- k. Include the institutional affiliation(s) where the research was conducted. If authors are affiliated with multiple institutions, include the addresses of each institution accordingly.
- l. The **presenting author's name** must be **underlined**.
- m. The email address of the **corresponding author** should be indicated with an **asterisk (*)**.

Formatting and submission

- n. The abstract must be submitted as an **MS Word (.doc or .docx)** file.
- o. Formatting specifications:
 - Paper size: A4
 - Margins: left and right – 0.80”, top and bottom – 1”
 - Font: Cambria
 - Text alignment: Justified
- p. A camera-ready template is attached for reference. Only the abstract will be published in the proceedings.



[2] Guidelines for submission of extended abstracts

- a. The extended abstract should not exceed **800 words**.
- b. The text should be structured and include the following sections:
 - Background
 - Objectives
 - Materials and Methods
 - Results and Discussion
 - Conclusion
- c. Tables and figures may be included if essential to support the content.
- d. References must be listed at the end of the extended abstract.
- e. The extended abstract must be submitted as a **PDF file** and **should not include author affiliations**.

[3] Declaration by the authors

- a. **Annexed Form A** must be completed by the **Principal/Supervising Author**, who must be a member of the IOBSL. A **signed and scanned soft copy** of Form A must be uploaded with each abstract submitted.
- b. All correspondence regarding the submission will be addressed to the Principal/Supervising Author.
- c. If the presenter (who must be at least a student member of IOBSL) is unable to present the abstract, 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 it.

NOTE: If the presenter is not a member at the time of submission, the IOBSL membership application must be submitted immediately.
- d. In the case of a single-author submission, if the author is unable to present the abstract due to ill health or any other valid reason, the IOBSL Council may consider granting a grace opportunity to present the abstract at the next IOBSL Annual Sessions.
- e. **Annexed Form B** should be completed separately by **each author, including the Principal/Supervising Author**.
 - **For student members**, Form B must be certified by the Head of the Department concerned.
 - A scanned copy of the filled and signed Form B of each co-author should be submitted with the abstract.



[4] Date of submission

- a. The following documents must be submitted **on or before 4.00 p.m. on 22nd June 2025** via the link provided below.
- Abstract with affiliation (Word format)
 - Abstract without affiliation (Word format)
 - Extended Abstract without author information (PDF format)
 - Completed declaration forms

For submission: <https://forms.gle/Q67E3hsuUiHRJgbCA>

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