Please print these instructions and have them close by for reference when you submit your abstract online.

You will need to upload a Microsoft Word version of your abstract when you submit online. Please use the Abstract Template provided.

DEADLINE FOR ABSTRACT SUBMISSIONS
The deadline for abstract submissions is **5pm Friday 22nd August 2014.** Authors will be notified of abstract status by Monday 1st August 2014.

FORMATTING OF ABSTRACTS
Please note that these formatting guidelines refer only to the Microsoft Word version of your abstract, which will be uploaded as part of the submission process. Prepare your abstract in this Microsoft Word format and save to your computer before starting the online submission process.

All abstracts need to be submitted in the same format. A template is provided to assist with formatting – please download from the Program Page on the conference website. All abstracts should be created in Microsoft Word, A4 paper size, Arial font, single spacing, right and left justified for body of text. Abstracts should be a maximum of **500 words.**

Title
The abstract title should be short (*no more than 12 words*), informative and contain the major key words. It should be in Arial, **BOLD,** 14 pt size, and centre aligned. The abstract title should be in initial capital/lower case, not all capitals.

Authors
Abstract Titles should be followed by authors' first initial then surname (with the presenting author in **bold**). These should be in Title Case, Arial, 12 pt size, and left aligned. The presenting author should be listed first, with co-authors then listed alphabetically. Superscript numbers must be used to indicate the author's institution or organisation, followed by city and state (**in this order**). *Do not include degrees or professional titles (e.g. Dr, Prof., etc) or post nominals.*

See example below:
Bert Smith[1], Mary Pattermore[1,2], Lynne Ward[2]
[1]University of Sydney, Sydney, NSW
[2]University of Queensland, St Lucia, QLD

Abstract text
- Abstract text must be in Arial, 12pt size, single-spaced and justified.
- Sub-headings eg Introduction, Method, Results etc may be included if required, however they will be included in the word count.
- Abstracts are to be a maximum of 500 words, including references.

- There is to be a maximum of 5 references. References should be listed at the bottom of the page, in Sentence case, Arial, 10 pt size and justified. Please do not use footnotes or superscript numbers within the body of your abstract.
- Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at the first mention and follow with the abbreviation in parenthesis. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- Capitalise the first letter of trade names.

HOW TO SUBMIT YOUR ABSTRACT

Abstract submission will only be accepted via the conference website
<Insert iStoppFalls website address here>
To submit your abstract online you will need the following:

- Your abstract, prepared first in Microsoft Word, adhering to the formatting guidelines listed.

Please note that the main presenting author **MUST** be the one to submit the abstract. This is the person all correspondence will be sent to, and, if accepted, this is the name that will appear in the conference program.

To submit your abstract online, please visit the program page of the conference website
<Insert iStoppFalls website address here> and click on the "**SUBMIT ABSTRACT**" link.

1. You will need to create a user ID, and will be issued with a password. Please make a note of these, as you will need them to log on and view your abstract status, or to make changes to your abstract.
2. After you have signed-in, click on "Manage Documents".
3. If you haven't already done so, download the provided document template and prepare your abstract in Microsoft Word, using the formatting guidelines provided.
4. Click on "**Submit New Document**".
5. Under "**Document Title**" enter the full title of your abstract, in sentence case (max 12 words).
6. In the "**Summary/Description**" field, copy and paste the body text of your entire abstract, excluding the title, author names and author affiliations (max 300 words)
7. 7. "**Category**": Please choose the conference sub-theme that best suits your abstract.
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