

## GUIDELINES TO AUTHORS ON SUBMISSION OF ABSTRACTS FOR ANNUAL SCIENTIFIC SESSIONS OF THE SRI LANKA MEDICAL ASSOCIATION

Abstracts for the Annual Scientific Sessions of the SLMA should conform to the following requirements.

1. (a) All authors of abstracts should be members of the SLMA if they are eligible for membership. The presenting author is required to register for the sessions at the time of submission of the abstract. Underline the name of the speaker. Names of all authors should be stated. Indicate preference of presentation under item 5 of annex 1. The corresponding author should sign the abstract form.  
(b) **Please use the abstract forms provided by the SLMA.** The font should be Times New Roman Font size 12. Begin the text of the abstract without indentation using double spacing. Use A4 sized papers with margins set at 30 mm all round. **Five** copies should be submitted (the original and four clear photocopies are acceptable). Please ensure that abstracts do not include graphs, tables, or references.
2. The abstracts will be reviewed anonymously by referees. The corresponding author will be informed of the results by letter in April 2010.
3. **All abstracts should reach the Honorary Secretary SLMA, before 15.00 hours on Friday, 29<sup>th</sup> January 2010. Late entries will not be accepted.**
4. The title of the abstract should be brief but adequately descriptive. The SLMA reserves the right to modify the title where necessary.
5. Author's surname should be preceded by the initial(s) or forename(s), but not by prefixes such as Mr, Dr or Professor. The institution(s) where the work was performed should be stated. The names of authors and place of work should be mentioned on **the original** and on **one copy**. The names of authors and place of work should **not** appear on other 3 copies (These copies will be sent for anonymous review).  
**The abstract should also be submitted in a Compact Disk (CD) only.**
6. The text of the abstract should **not exceed 250 words**. It should be structured as follows:
  - (i) Objectives
  - (ii) Design, setting and methods (including statistical methods where relevant)
  - (iii) Results
  - (iv) ConclusionsProspective authors are requested to refer to the abstracts of papers in a recent issue of the *CMJ*, *BMJ* or *Annals of Internal Medicine* for further guidance on writing abstracts.
7. The author/s should take the public responsibility for the research work and the contents reported in the abstract and nominate a senior author as guarantor.
8. If the work has been previously presented or published, in whole or in part, this should be stated clearly in the abstract. This does not disqualify a paper but must be stated when submitting the paper.
9. Acknowledgements in the abstracts should be confined to citing donor agencies and previous presentations / publications.

10. The SLMA reserves the right to make alterations and to edit text to improve presentation.
11. **Abstracts not conforming to the above instructions will be rejected.** Accepted abstracts will be published in the book of abstracts.
12. **ORAL PRESENTATIONS:** Each paper will be allowed only 10 minutes for presentation with 5 minutes for discussion. Parallel sessions may be conducted depending on the number of papers selected. Multimedia facilities will be made available.
13. **POSTER PRESENTATIONS:** The size of the poster should be approximately 1m (width) X 1.5m (height). Screens (portrait) will be provided to put up posters. Posters should be made on material which can be mounted easily.

14.

All "intervention" research studies should be supported by a photocopy of a letter granting approval from an acceptable Ethical Review Committee (ERC) obtained **before** healthy volunteers or patients were recruited for the study. "Intervention" studies on human participants are those involving trials of new treatment (medical, surgical, dietary, physical, rehabilitational etc); withholding or modifying accepted treatment; or anonymous self administered/ face-to-face interviews on health or health related matters for purposes of research. In addition to ERC approval, the study guarantor should certify that **voluntary informed consent** was obtained from **all** participants (or their guardians in cases of studies involving minors, institutionalized people etc), in the case of "intervention" research studies. **Abstracts of "intervention" studies not conforming to these ethical criteria will be rejected.**

15. **A ' no conflict of interest statement / declaration should be signed by all authors prior to the sessions.**

For further details please contact:

The Honorary Secretary  
Sri Lanka Medical Association  
"Wijerama House"  
6, Wijerama Mawatha  
Colombo 7.

**Telephone No:** 2693324

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**ANNEX 1**

**No: .....\***

1. Authors: (underline the name of author presenting paper)

2. Institution(s) where work was done

3. Corresponding author

Name :

Address :

E-Mail :

Telephone :      Mobile:  
Office :  
Residence:

4. Title of paper :

5. Abstract is submitted for Oral presentation only\* / Poster presentation\* / either\*  
**(Please delete inappropriate words)**

6. Has the presenting author registered for Annual Scientific Sessions? Yes/No

7. What is the word count? ..... (The word count should not be more than 250 words).

8. Has the paper been presented elsewhere or published? Yes/No  
If yes, give details.....  
.....  
.....  
.....

9. Is Ethical review Committee approval letter in "intervention studies: attached? Yes/No

Date: .....  
.....  
(Signature)

**\* FOR OFFICE USE ONLY**

1	Is the abstract less than 250 words?	Yes	No
2	Is it structured as requested?	Yes	No
3	Names of authors, place of work not mentioned in 3 copies?	Yes	No
4	Are all authors members of the SLMA? (if eligible)	Yes	No
5	Has the presenting author registered?	Yes	No
6	Are copies of the receipts of registrations for all authors attached?	Yes	No
7	In "intervention" studies, is a copy of ERC approval letter attached?	Yes	No

## **ABSTRACT FORM**

Please type **DOUBLE-SPACED. Times New Roman Font size 12.** Use capital letters only for first letter of proper nouns and of sentences. Abstracts must be **STRUCTURED** whenever possible, and have **250 WORDS** or less. **FIVE COPIES to be submitted. (The names of authors should not appear in 3 copies)**

**Title:**

**Abstract:** (State number of words here .....)