



Gynaecological Pathology Conference 15 and 16 November 2019

Instructions for Poster Abstract Submission

Submission Deadline: Friday, 30 August 2019, 5.00pm

Please read the following instructions carefully prior to submitting your abstract.

- Abstracts must be submitted in English.
- All abstracts will be considered although should be relevant to gynaecological pathology.
- Submissions that do not conform to the established format will not be accepted for review by the Scientific Committee.
- An email address for a contact author is required for the submission. Confirmation email of your submission will be sent to that email. You will be notified if your abstract is accepted or rejected by **Monday, 9 September 2019, 5pm.**
- Each accepted abstract will be uploaded on KKH website.

Submission procedures

- Abstracts must be submitted via email in Microsoft Word format as an attachment to afifah.mustaffa@kkh.com.sg
- **ABSTRACT SUBMITTED IN ANY OTHER WAY WILL NOT BE CONSIDERED**
- **Authors to ensure that abstracts submitted are the final versions. No alteration may be made after submission.**
- In the event that you notice a serious error in your abstract after submission, please contact the Scientific Committee for assistance.

Author agreement

By submitting the abstract, the author confirms and agrees to the following:

- All authors approve submitting this work for presentation.
- The authors have done the work reported in the abstract and take full responsibility for the contents.
- The authors assure that clinical studies and any animal tests have proceeded with official permission from relevant authorities.
- All presenters will be responsible for their own registration fees, hotel and travel expenses.

Abstract format

- Abstracts are to be in Time New Roman font, size 10pts.
- The abstract title must be a maximum of 150 characters. Ensure that the first word of your title starts with a capital letter. All other words (apart from proper nouns) should be in lower case. Do not use abbreviations in the title.
- Author's name should be Family Name followed by initials, with the number corresponding to the Institution's Name / Department in superscript. Each author's name should be separated by a comma – do not use other punctuation, do not add Dr, Prof, etc. Please only use capital letters for the initials.
- On a separate line, type author(s)' affiliations in this order: Department, Institution Name, Country. The corresponding number in superscript should be placed before the Department.
- Leave one blank line between the title/author block and the body of the abstract.



- **The body of the abstract should not exceed 350 words (excluding the title and authors).** Abstracts that exceeded 350 words will be truncated. Please provide a word count at the right lower corner after the body of the abstract.
- Abstract text must be single-spaced and justified at the left margin only. Leave one blank line between paragraphs. Do not indent paragraphs. Use bold section headings where relevant.
- When abbreviations and acronyms are used, the full term for which an abbreviation or acronym stands for should precede its first use unless it is a standard unit of measurement (e.g. cm, kg), e.g. diabetes mellitus (DM).
- The use of symbols ($\%$, \geq) is allowed in abstracts.
- Spell out numbers ten and below, unless they are used with a standard unit of measurement (e.g. 5 cm, 9 mg/dl).
- Tables, photographs, figures or references are not permitted in the abstract.
- The submitted abstract must not have been published in the form of a full-length journal publication at the time of submission.
- **Abstracts relating to clinical research or audit studies showing high clinical standards or outcome should be structured using the following headings:**
 - Introduction and/or Objectives
 - Methods
 - Results (It is not satisfactory to state "The results will be discussed".)
 - Conclusion

Please provide details of the presenting author (name, designation, department, contact numbers and email address) at the end of the abstract.