

Instructions to authors on submission of abstracts for The Annual Academic Sessions of the Kandy Society of Medicine 7th and 8th April 2021

1. **Submission of abstracts:** Four copies of the abstract printed on A4 Paper (**two copies without-** and **two copies with names and affiliations of authors**) should be submitted to the KSM office.

A digital copy of the abstract should be emailed to: ksmabstracts2021@gmail.com
The topic of the abstract should be stated in the subject column of the email.

Each entry must be accompanied by a duly completed **AUTHOR DECLARATION FORM** (available at the KSM office and downloadable [here](#))

2. **Submission Deadline:** All abstracts (both hard and soft copies) must reach the KSM office on or before **21st January 2021, 4pm.**
3. The documents may be delivered by hand or posted to the KSM Office to meet the deadline. The KSM does not accept responsibility for any postal delay.
4. Abstracts should be accompanied by an ethical clearance if the nature of the study requires such clearance.
5. A **reference number** will be allocated to each submission which must be quoted in all further communications.
6. **Formatting of the abstract:** The document must be typed in **Times New Roman, font size 12** on A4 paper, using single spacing. The text of the abstract must begin without indentation and there should be no space between paragraphs.
7. **Title:** The first line of the abstract should include the title in **bold UPPERCASE** letters.
8. **Author names:**
 - a. The second line of the abstract should include **authors' surnames followed by their initials**. **Do not use prefixes** e.g. Prof, Dr, Mr or Mrs. **Do not include designation of author** e.g. medical officer or consultant.
 - b. The corresponding author should bear responsibility of ensuring that all the contributors are given due authorship, and that the order of names is agreed upon by all authors

9. The name of the presenting author should be underlined.
10. The line immediately after author names should state author affiliations. Please use superscript numbers after each name to link the author with his/her relevant affiliation/s.
11. **Abstract Text:** The text of the abstract should include a **maximum of 250** words. The word count should be indicated at the end of the abstract.

Research abstracts should be structured as follows: **Background, Objectives, Methods (including statistical methods where relevant), Results and Conclusions.**

If acknowledgements are to be included, they must be limited to acknowledgement of funding agencies. Generic names are to be used where mention of drugs is necessary.

Case reports should be structured as **Introduction, Case report and Conclusions.**

The abstract text should not include tables or figures. References are not required.

12. If the work has been previously presented or published in part, this must be stated clearly in the abstract information form.
13. The abstracts will be reviewed anonymously by referees and the outcome will be communicated to the corresponding author.
14. All deadlines must be strictly adhered to when submitting the initial and revised abstracts. Delayed submissions will not be considered for acceptance.
15. If a submission is accepted for an oral or a poster presentation, **at least the presenting author** must confirm the intention to present by **registering for the academic sessions**, in order to proceed with inclusion in the academic programme and in the printed book of abstracts. Registration of all authors is preferred.
16. Authors may withdraw their entries within 14 days of the notice of acceptance. Withdrawn submissions should not be included in the academic programme or the abstract book.
17. Failure to present accepted submissions may lead to the submitting author being barred from presenting at KSM academic events for a period up to three year s.