



OMSRS Abstract Submission Guidelines

The Executive Committee takes responsibility for selecting abstracts and arranging the Programme. You will be notified shortly after the meeting of the editorial panel, normally within 3 weeks of the deadline, as to whether your abstract has been selected for presentation.

Prizes will be awarded at this Scientific Meeting for the best presentation and the runner-up presentation, selected by a panel of judges nominated by the Executive Committee of the Society.

To avoid judgement over whether some science is more 'cutting-edge' than other science, judging of the scientific content of abstracts and presentation will focus on issues such as whether the data supports the conclusions and what conclusions can be drawn.

Abstracts selected for presentation are eligible for publication in *Otago University Research Archive (OUR Archive)*. Accordingly, revision of selected abstracts might be requested by the OMSRS Editorial Board prior to their final acceptance. Revised abstracts are to be returned to the OMSRS Editor by the advised date and must conform to the format and word limits outlined in the Instructions for Authors (below). If an abstract is not revised and returned by this date, it will be deemed that the applicant does not wish to participate in the presentation evening.

Please use the template below to prepare your abstract. Please submit abstract using the Microsoft Form on the website: <https://blogs.otago.ac.nz/omsrs/abstract-submission/>

Instructions to Authors for Preparation of an Abstract

Formatting: The abstract is to be prepared double-spaced using 12-point font. The total word count excluding title, authors and affiliations must not exceed 300 words. Leave one blank line before commencing the Text. Paragraphs should not be indented but should be separated by a blank line. Acknowledgement of sources of financial support should be stated in a new paragraph and italicised at the end of the abstract. Avoid the use of bold print within the Abstract. Do not provide sub-headings in the body of the abstract. Please submit as a document file (.doc, .docx, .odt, .rtf).

Restrictions: The following content is not permitted in abstracts: tables, figures, references, and statements regarding ethics approvals (note that all presented research must have full ethics approval and submission by the presenting author and the supervisor's signature is confirmation that the research is compliant). **AI tools may only be used for editing purposes as part of abstract submissions. They must not be used to generate original content or ideas.**

Title, authors and addresses: The title should be brief and as precise as possible. It should be relevant to the key original point of information contributed by the study and should preferably be descriptive, e.g. '**Human papillomavirus type 16 E6 protein regulates cell surface Ecadherin expression.**' Write the title in lowercase bold letters with a full stop. Continue the list of authors on a new line. List the authors in lowercase using **both** initials (without full stops or spaces),

preceding the surname by a space (eg: AJ Middleton, J Blow). Please underline the name of the presenting author. Superscript Arabic numerals may be used to signify differing affiliations. Brief addresses should follow in lowercase on a new line, listing Department, School, University of Otago, Dunedin and terminating with a full stop.

Text: The abstracts should be structured to convey information effectively and succinctly to a general audience of health researchers. Abstracts should describe the background and aims of the study, the methods used, the results including specific data/findings, and the conclusions of the study. The first paragraph should provide a brief introduction to the field, highlighting the research question/s that lead to the aims/goal/purpose of the study. A concise description of the methods should follow. The detail depends on the originality of the technique or approach used. Results should report in a logical fashion what data were generated and how that data was analysed/interpreted. The final paragraph should clearly highlight/emphasise the outcomes of the study and relate these findings to the original research question/s.

Presentation of Results: If data is reported, it should be presented in the text as mean values with standard deviations or errors (state which is used) or confidence intervals. Statistical tests and *P*-values should be included, in particular when a significant difference between groups is described. Group size should be reported. Alternatively, data may be reported descriptively where appropriate. Systeme International d'Unites (SI) units should be used. There should be a space between a numeric value and its associated units (e.g. Weight = 5.4 mg) and sequential units should not be separated by spaces. Technical terms that are not likely to be familiar to a general audience should be defined. Write foreign phrases, such as *in vivo*, *in situ* or *milieu intérieur* in italics.

Nomenclature: Nomenclature of viruses, bacteria, chemicals and genes should follow Journal of Virology guidelines. Instructions for authors can be downloaded from the Journal of Virology website (<http://jvi.asm.org/>).

Abbreviations: Define all non-standard abbreviations by spelling out in full when first used, with abbreviation following in parenthesis. Abbreviations for microorganisms should follow standard scientific notation, i.e. in italic with the first letter of the genus in UPPERCASE followed by a full stop then the species name in lowercase (e.g. *P. aeuruginosa*). In addition to abbreviations for SI units of measurement, other common units (e.g. bp, kb and Da) and chemical symbols for the elements, the following should be used without definition in the title and abstract: DNA (deoxyribonucleic acid); cDNA (complementary DNA); RNA (ribonucleic acid); cRNA (complementary RNA); RNase (ribonuclease); DNase (deoxyribonuclease); rRNA (ribosomal RNA); mRNA (messenger RNA); tRNA (transfer RNA); AMP, ADP, ATP, dAMP, ddATP, GTP, etc. (for the respective 5 phosphates of adenosine and other nucleosides) (add 2 -, 3 -, or 5 - when needed for contrast); ATPase, dGTPase, etc. (adenosine triphosphatase, deoxyguanosine triphosphatase, etc.); UV (ultraviolet); Tris [tris(hydroxymethyl)aminomethane]; DEAE (diethylaminoethyl); EDTA (ethylenediaminetetraacetic acid); EGTA [Ethylene glycol-bis(beta-aminoethyl ether)-*N,N,N',N'*tetraacetic acid]; HEPES (*N*-(2-hydroxyethyl)piperazine-*N'*-(2-ethanesulphonic acid)); PCR (polymerase chain reaction); AIDS (acquired immunodeficiency syndrome), SD (standard deviation); SEM (Standard error of the mean); *P* (probability).

Abstracts selected for presentation are published on *OUR Archive* (Examples are available by searching OMSRS on the website, <https://ourarchive.otago.ac.nz/esploro/>)

Abstracts can be printed in the abstract book and presented at the meeting, but withdrawn from publication if requested by the authors **at the time of submission**.

(Abstract Template)

Your descriptive title.

Presenting Author¹, A Co-author². (eg: AJ Middleton, J Blow)

¹Department of Presenting Author, ²Department of Co-Author, School of Authors,
University of Otago, Dunedin.

Body of text (not to exceed 300 words). Please save as document file.

Supported by...