National Institute of Health Sciences (NIHS)

Guidelines for Abstracts of Previously Unpublished Material

PLEASE USE THESE GUIDELINES WHEN PREPARING ABSTRACT(S) FOR SUBMISSION TO THE NIHS

The abstract should be structured as follows:

- **Title**
- **Author(s)**
- **Work Location of each author when involved in doing this research**
  Specify Department, Institution, Town/City

- **Introduction**
  Providing the background for study and defining why the study was conducted, this section should be informative and brief.

- **Methodology**
  Indicate the context, number and type of subjects or materials being studied, the principal procedures, tests or treatments performed.

- **Results**
  State the main findings/results of the study, supported by statistics, graphs, tables as appropriate.

- **Conclusion/s**
  Do the results confirm or reject the original hypothesis? What do the conclusions drawn from the results add to the existing knowledge base? Refer to future studies which may follow from this one if appropriate..

- **Presented (if appropriate)**
  Listing meeting name, location, date(s), name and title of speaker.

- **Funding**
  Indicating any sources of funding/sponsorship received which author(s) wish to have acknowledged.

ABSTRACT FORMAT

1. All text should be typed in 12 point font size Times New Roman.

   N.B. The length of the Abstract must be kept to an overall word limit of 800 words

2. The abstract should be typed single-spaced with one line of space between paragraphs and under headings.

3. Paragraphs or headings should not be included.

4. Type the title in **bold-face**.

5. List all authors (last name, first name initial) under Title.

6. In the Location Section, list the place where each author was based when they carried out the research.

7. Use the following headings to structure your abstract: Introduction, Methodology, Results, Conclusions, Presented*, Funding* (if appropriate).

8. **Figures and Tables may be included but only if the overall length can be kept to 2 A4 pages when these are included.**
   They should be labelled Table 1-/Figure 1 and provided with a title which should be inserted above the graphic.

9. In the text of the abstract use standard abbreviations and symbols and **define each abbreviation when it is used for the first time.**

10. References may be included at the end of the abstract.

N.B. It is **essential** that all references are numbered in the text and listed at the end of the abstract , in the order in which they appear in the text, and with the corresponding number attached.

SUBMISSION PROCEDURE

1. Please email abstract directly to catherinem.kennedy@hse.ie
2. Please complete attached **Submission Form** in full and return with your abstract to catherinem.kennedy@hse.ie

N.B. Abstracts without accompanying Submission Forms will not be accepted for Review or Publication.

For any queries you may have with regard to responding to the Call for Abstracts, please contact

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