



## GUIDELINES FOR PREPARATION OF ABSTRACTS

Please comply with the instructions on the formatting, as we do not intend to edit the papers further for the proceedings.

Do not include the title or the author names in the body text of your paper. You will fill in this information during the online submission process and the title, the author names and affiliations are automatically added to your abstract at the end of the submission process.

### Short abstracts for a poster or a case study presentation

#### General body text

- Use Microsoft Word format, ARIAL 10pt on A4 paper (21cm x 29.7cm).
- Margins: top 2.5cm, bottom 2.3cm, left 1.6cm, right 1.6cm
- No columns.
- Use single spaced text, including subheadings, tables and figures
- Do not include page numbers or line numbers.
- Do not create or apply new Word styles.
- **The abstract must not exceed 250 words.**

#### Flow of short abstracts

- The abstract for posters must follow the common scientific flow: **Introduction, Materials and Methods, Results, Discussion**
- Abstracts for Case studies must include **Context, Process, Outcome/impact, Relevance for others and recommendations**. The focus is **relevance for others**
- Subheading titles do not need to be included in the abstract
- If included, place each subheading on a single line without body text; use a double space between the previous text and the subheading; and no blank line between the heading and the following text.
- Number references according to the order they appear in the text. Cite references in the text by placing the number in parentheses, for example: (1)

#### Introduction

- The problem(s) under investigation or proposed hypothesis. It is important to indicate the policy relevance of the paper.

#### Materials & Methods, Process

- Methods used and study design.
- How the case was conducted



## Results

- Summarise and present the findings with sufficient quantitative data and statistical tests. Statements such as "to be completed" **are not acceptable**.

## Discussion

- Summary of findings that are supported by the results (statement such as "The results will be presented and discussed" **will not be accepted**).

## Context for case study

- The setting in which the surveillance initiative was implemented

## Outcome/impact of case study

- What difference did the case/initiative make?

## Relevance for others of case study

- What can other learn from the experience?
- What is the relevance outside your own setting?
- How would this work in a different country/state/sector?

## Recommendations

- Is it worthwhile for others to try?
- What changes would you make?
- Does it continue?

## References

- Include maximum three references
- In the text use (1) to cite a reference.
- List references by numbers according to the order they appear in the text.
- Do not leave blank lines between the references.
- Omit the titles of the references.
- In case of more than two authors, use only the last name of the first author, followed by *et al.*
- The year of the publication should follow the authors' last names.
- Use abbreviation of journal names.
- EXAMPLE: 1. Zientara *et al.* (2015) OIE Rev Sci Tech 34(2): 315–327.

## Tables and Figures



- Optional
- **Include maximum one figure or table**
- Use tables and figures suitable for printing in black and white.
- Table and Figure headings should be written above the table/figure.
- Include Table and Figure headings above the table/figure.
- Write "**Table 1**" and "**Figure 1**" in bold, with the remainder of the table/figure heading in regular letter format.
- Limit the number of lines in tables and avoid vertical lines.