



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.

Long abstracts for oral presentations

General

- 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
- Divide the body of the text into two columns, space between columns 1.0cm.
- Justify the text to the right margin.
- All texts are in single spaced, including subheadings, tables and figures
- Do not include page numbers or line numbers.
- Do not create or apply new Word styles.
- **The entire abstract must not exceed three pages.**

Subheadings

- Include the following subheadings: **Summary, Introduction/background, Materials and Methods, Results, Discussion or Results and Discussion, References and Acknowledgement.**
- Subheadings in bold. Do not use capital letters apart from the very first and in names.
- Place each subheading on a single line without body text using a double space between the previous text and the subheading and no blank line between the heading and the following text.
- *For policy papers or if references and/or acknowledgement are not applied, subheadings can be changed or omitted.*

Body text

- Divide the text into two columns and write immediately beneath the subheading.
- Leave single space between paragraphs. Do not use indentations.
- Use standard abbreviations. Place a special or unusual abbreviation in parentheses after the complete word the first time it is used.
- Use a dot in front of decimals (example: 0.23).
- Use a comma-separator in numbers greater than 999 (example: 2,358).
- If sub-subheadings are necessary, use italics, followed by a colon and text on the same line (example: *Blood samples:* On day 7, blood samples were taken from...). Leave a blank line above sub-subheadings.



- 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)

Summary

- Key information on objectives, design and major findings, policy relevance and related conclusions. This section should not exceed 250 words.

Introduction

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

Materials & Methods

- Methods used and study design.

Results

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

Discussion

- Interpretation of findings and results
- Include discussions on impact, benefits and relevance.
- Statements such as "The results will be presented and discussed" **will not be accepted**

References

- In the text use numbers (1) to reference.

Reference list:

- 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 follow the authors' last names.
- Use abbreviation of journal names. For help: <https://www.library.caltech.edu/journal-title-abbreviations>
- EXAMPLE: 1. Zientara *et al.* (2015) OIE Rev Sci Tech 34(2): 315–327.

Acknowledgements

- Optional and placed at the end of the abstract.
- Use 9pt ARIAL



Tables and Figures

- Optional
- Tables and figure: suitable for printing in black and white and need to fit with the column width
- Colored photos may be used if suitable for printing in black and white.
- 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.