

NZ SPORTS MEDICINE AND SCIENCE CONFERENCE

18-20 November 2010, Duxton Hotel, Wellington

*Combining the Annual Meetings of
Sports Medicine New Zealand and
Sport and Exercise Science New Zealand*

Instructions for Authors

IMPORTANT DATES

- Deadline for Receipt of Abstracts: Friday 6 August 2010
- Notifications of Acceptance: Friday, 20 August 2010
- Registration Availability: June 2010
- Early bird Registration Discount Expires: 27 September 2010

ABSTRACT PREPARATION GUIDELINES

Please adhere to the following guidelines when preparing your abstract for a poster or oral presentation:

- The abstract should include new information. Abstracts presented at previous meetings or similar conferences should not be submitted.
- The abstract should include specific information about the results and conclusions of the research. Abstracts stating "results will be discussed" will not be accepted.
- The abstract should have a clear connection to Sports Medicine and Sport and Exercise Science.
- Contributed oral presentations will be grouped by discipline/topic. Please choose from the following list of disciplines/topics to assist in selecting an appropriate session for your presentation:

Sports Medicine

- Injury Specific
- Medicine
- Physiotherapy
- Podiatry
- Sport Specific
- Other

Sport and Exercise Science

- Applied Exercise Physiology
- Biomechanics
- Physical Conditioning
- Musculoskeletal Exercise Rehabilitation
- Nutrition
- Psychology and Mental Skills Training
- Clinical Exercise Physiology
- Other

- Oral presentations will be limited to 15 minutes, including time for questions.
- If an abstract is accepted but cannot be accommodated as an oral presentation, the corresponding author will be notified as soon as possible in order for a poster to be prepared.
- Poster presentations will include a 2 minute/1 slide oral presentation as well as the usual poster display.
- Presenting authors (oral or poster) must register and pay the registration fee prior to **27 September 2010** or their presentation will be removed from the programme.

FURTHER INSTRUCTIONS FOR PREPARING ABSTRACTS

All abstracts received by the deadline of **Friday, 6 August** will be submitted for peer review. Authors will be notified of acceptance or otherwise by **Friday, 20 August**. Abstracts accepted with revision must be resubmitted by **Friday, 4 September**.

Abstract Formatting

Abstracts **MUST** not be more than 500 words on one A4 page including any table, figure or references.

Please [email](mailto:smznat@xtra.co.nz) your abstract to: smznat@xtra.co.nz

Abstracts may be placed in the body of an email or may be sent as an attachment (MS-Word 2004 documents). See the formatted example at the end of this document.

The submitted abstracts will be reviewed and must be prepared in strict adherence to the instructions listed below:

- 1 Please type, single-spaced, an abstract of no more than 500 words (one page of standard A4 size) in Times New Roman, 11 pt or similar proportional typeface. Figures and tables may be added but these must be in black and white and easily legible for photographic reproduction. Diagrams, figures, tables and references must still fit within the single A4 page margins.
- 2 The title should be brief (15 words or less), specific and should reflect the content of the presentation. Please do not use abbreviations in the title. Type in UPPER CASE using 12pt Times New Roman, centre text and bold. The title should be followed by two blank lines.
- 3 Using no more than 120 characters, type author(s) name(s), initial(s) in italics, upper and lower case letters: make the name of the presenting author is bold, eg, **Presenting Author A B**, Co-Author C D
- 4 Allow two blank lines between the authors and affiliations and the beginning of the abstract.
- 5 The abstract should substantially outline the content of the presentation, including conclusions. Text should be justified leaving a 3 cm margin on both sides as well as 2.54 cm each at the top and bottom of the page. Do not exceed the 500-word limit.
- 6 References are to be numbered in alphabetical order. Names of journals should be abbreviated according to the format approved by Index Medicus. All references must be cited in the text. Journal titles that are single words only should be spelt out in full. All authors must be listed. Pagination should be inclusive.
- 7 Abbreviations should only be used for common terms. For uncommon terms the abbreviation should be given in brackets after the full use of the word.

Agreement

In submitting an abstract, the author declares that the paper is an original contribution that has not been presented or published elsewhere and gives permission for the Conference Organiser to publish, if accepted, in the Book of Abstracts. The author further agrees that if the abstract is accepted, he/she will appear and present the paper or arrange for its presentation. If the author is a student, the submission of the abstract must be in agreement with his/her supervisor.

Note

It is the responsibility of the presenting author to ensure the accuracy of the content, spelling and formatting of the abstract, as an accepted abstract will be published exactly as submitted.

Abstract example:

TITLE

Presenting Author A B,¹ Co Author C D,²
¹Affiliation, ²Affiliation

Begin your abstract here following the instructions above ...