

National Institute of Health Sciences (NIHS)

Guidelines for Abstracts of Previously Published Material



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

Please structure the abstract using the following subheadings:

- **Title**
- **Author(s)**
- **Work Location of each author when involved in doing this research**
Specify Department, Institution, Town/City
- **Abstract**
A summary of the piece of research providing brief descriptions of the background, rationale, methodology, results and conclusion. This can all be included in one segment of text without the use of any subheadings.
- **Source of the Abstract**
Full details of the name of publication, volume issues, year, page range
- **Keywords**
Main terms covered by the research
- **Presented** (if appropriate)
Listing meeting name, location, date(s), name and title of speaker
- **Funding** (if desired)
Indicating any sources of funding/sponsorship received which author(s) wish to have acknowledged

ABSTRACT FORMAT

- All text should be typed in 12 point font size Times New Roman.
- **N.B. There is a strict word limit of 800 words on abstracts of previously published material**
- The abstract should be typed single-spaced.
- Paragraphs, headings or sub-headings **should not be included**. The abstract should be presented as one continuous piece of text.
- Type the title in **bold-face**.

- List all authors (last name, first name initial) under Title.
- In the Location Section, list the place where each author was based when they carried out the research.
- **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.
- In the text of the abstract use standard abbreviations and symbols and **define each abbreviation when it is used for the first time.**
- 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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