

## Guidelines on Abstract Submission

- The abstract should be a compressed, informative and accurate presentation of the work.
- It must be submitted through electronic web site based on the congress schedule as well as uploading the related file.
- It should be in English and Microsoft Word format (.doc or .docx) with your full name as filename e.g. **AliNaghavi.doc**
- A downloadable template for Abstracts is hosted at congress website, which can be used by the authors to prepare their paper in proper format. The presented guidelines is based on the Iranian Journal of Veterinary Surgery (IJVS) journal. You can find the published articles in [www.ivsajournals.com](http://www.ivsajournals.com) as a sample.
- Figures and tables are not necessary for abstract submission.
- Additionally, authors are responsible for obtaining permission for reprinting any material included in their papers that is already copyrighted elsewhere.
- The submitted abstract shall be reviewed by Scientific Committee and acceptance would be communicated well in advance to authors.
- The full paper of accepted manuscript must be submitted by author based on the congress schedule.
- **For original studies, retrospective studies and descriptive studies** the abstract must be included the following headings: **Title, Authors name, Affiliation, Objective, Design, Animals** (or Sample Population), **Procedures, Results, Conclusions and Clinical Relevance, Key words** (3-5 words) **and References** (three references)
- **For Clinical Reports**, the extended abstract must be included the following headings: **Title, Authors name, affiliation, Case Description, Clinical Findings, Treatment and Outcome, Clinical Relevance and References** (two references).

### The general format requirements are as follows:

1. **Paper Size:** text body of extended abstract should be between **150-250 words** using A4 size paper (21 x 29.7cm).
2. **Margins:** 2.5 cm margins (sides and top/bottom)
3. **Title:** 14 pt bold Times New Roman, centered, bold, capital letter (only first letter of the word)
4. **Authors names:**
  - ✓ One blank line after the title, full name of the authors must be written
  - ✓ Asterisk should be inserted on the name of presenting author/speaker
  - ✓ 11 pt bold Times New Roman, centered, Bold
5. **Affiliation/E-mails:**
  - ✓ The name and address of the institution where the work was done shall be centered and in italics.
  - ✓ Indicate the email of the corresponding author.
  - ✓ 11 pt Times New Roman, centered, Italic
7. **Section Headings:** 11 pt bold Times New Roman, First letter capital (e.g. **Objective, Design,...**)

8. **Body text:** 11 pt Times New Roman, single spacing, fully justified and no indentation for beginning of a paragraph

9. **Page numbering:** pages are not to be numbered

10. **Units:** SI units are preferred

11. **References:**

- ✓ References must be limited to those that are necessary
- ✓ List of references should be in 10 pt Times New Roman, single spacing
- ✓ Journal titles in the Reference section should be abbreviated in accordance with the National Library of Medicine and *Index Medicus*
- ✓ For references with more than 3 authors, only the first 3 authors should be listed, followed by "et al."

The following is the style used for common types of references:

***Article in journal:***

1. Lamont LA, Bulmer BJ, Sisson DD, et al. Doppler echocardiographic effects of medetomidine on dynamic left ventricular outflow tract obstruction in cats. *J Am Vet Med Assoc* 2002;221:1276-1281.

***Book chapter:***

2. Muir P, Johnson KA, Manley PA. Fractures of the pelvis. In: Birchard SJ, Sherding RG, eds. *Saunders manual of small animal practice*. 2nd ed. Philadelphia: WB Saunders Co, 2000;1126-1132.

***Proceedings:***

3. Moore MP, Bagley RS, Harrington ML, et al. Intracranial tumors, in *Proceedings*. 14th Annu Meet Vet Med Forum 1996;331-334. *Electronic material*

***Web site:***

4. Animal and Plant Health Inspection Service Web site. Bovine spongiform encephalopathy (BSE). Available at: [www.aphis.usda.gov/lpa/issues/bse/bse.html](http://www.aphis.usda.gov/lpa/issues/bse/bse.html). Accessed Feb 18, 2003.