

## NIA Abstract Submission and Acceptance Guidelines

The following steps are required for the submission process

### 1. Abstract Submission

#### Abstract Guidelines:

- List authors and affiliations
- Include a presentation title
- Submission to be maximum 650 words. If your abstract exceeds 650 words you will need to resubmit
- Double check spelling and grammar. Please replace American spelling with British English spelling
- Abstract title to be in sentence case, using capitals where appropriate e.g. "My abstract title: An exploration of sentence structure"
- Abstract must be submitted as a word document
- Structured abstract covering
  1. Introduction
  2. Aim
  3. Method
  4. Results
  5. Conclusion - outcomes and lessons learnt
  6. Keywords

#### Submitting:

- **Submission Email:** All abstracts are to be submitted via email to [nia@hisa.org.au](mailto:nia@hisa.org.au). Please include the following with your submission:
  - **Abstract:** Attach your abstract, ensuring your abstract is formatted according to the guidelines above.
  - **Theme:** Please advise which theme that is most relevant to your abstract you are submitting under.
  - **Biography:** Include a 50-word bio of the presenting author in the email
  - **Photo:** Attach a high res jpeg photo (head and shoulder shot) of the presenting author for inclusion in the conference app.
  - **AV requirements:** Advise any audio-visual requirements i.e. internet required

**2. Abstract Review:** All submissions will be reviewed by the NIA Committee.

**3. Notification:** You will be notified via email if your abstract is accepted for a presentation by 9 May 2017.

If your abstract is accepted as a presentation:

**4. Registration:** Presenting author to register for the conference at the reduced presenter rate by 22 May 2017.

Successful presenters have been allocated 20 minutes for their presentation.

#### Additional information

**Reference notation:** You may not need to reference but if you do, the reference notation should be numbered. It should be consistent.

**Spelling/Grammar:** Australian usage only Macquarie Dictionary and AGPS Style Manual for Authors, Editors and Printers preferred. Do not use American spelling (eg organisation should be used, not organization).