

## Guidelines for Previously Unpublished Material

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

Please note that Abstracts which do not comply in full with these Guidelines will not be accepted.

**N.B.** The submitting author must advise us of same or similar work that is submitted to the NIHS Research Bulletin as it will be an editorial decision to assess for duplicate publication and accept/reject accordingly.

Any attempts to submit duplicate work and not respond to editorial advice will be highlighted in the publication.

The abstract should be structured as follows:

- **Title**
- **Author(s)**
- **Work Location of each author when involved in doing this research**  
*Specify Department, Institution, Town/City*
- **Introduction**  
*Providing the background for study and defining why the study was conducted, this section should be informative and brief.*
- **Methodology**  
*Indicate the context, number and type of subjects or materials being studied, the principal procedures, tests or treatments performed.*
- **Results**  
*State the main findings/results of the study, supported by statistics, graphs, tables as appropriate.*
- **Conclusion/s**  
*Do the results confirm or reject the original hypothesis? What do the conclusions drawn from the results add to the existing knowledge base? Refer to future studies which may follow from this one if appropriate..*
- **Presented (if appropriate)**  
*Listing meeting name, location, date(s), name and title of speaker.*

- **Funding (if appropriate)**

*Indicating any sources of funding/sponsorship received which author(s) wish to have acknowledged.*

#### **ABSTRACT FORMAT**

1. All text should be typed in 12 point font size Times New Roman.

**N.B. The length of the Abstract must be kept to an overall word limit of 1.5 A4 Pages (600 words)**

2. The abstract should be typed single-spaced with one line of space between paragraphs and under headings.

3. Paragraphs or headings should not be indented.

4. Type the title in **bold-face**.

5. List all authors (last name, first name initial) under Title, indicating main author by superscript <sup>1</sup> placed after the first name initial, the second author by superscript <sup>2</sup> etc.

6. In the Location Section, list the place where each author was based when they carried out the research. Place superscript<sup>1</sup> after the location of the main author and number other locations according to the order of the authors in the previous list.

7. Use the following headings to structure your abstract: Introduction, Methodology, Results, Conclusions, Presented\* , Funding \* (if appropriate).

8. **Figures and Tables may be included but only if the overall length can be kept to 1.5 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.

9. In the text of the abstract use standard abbreviations and symbols and **define each abbreviation when it is used for the first time.**

10. References may be included at the end of the abstract using the Vancouver Style. These may or may not be published depending on space restrictions.

It is **essential** that all references are numbered in the text with superscript and listed at the end in the following format:

**Author's surname, Author's initial(s). Title of Article. Title of Journal. Year of Publication; Volume Number (Issue Number): Page Numbers of Article.**

**For Example:**

Withrow R, Roberts L. The videodisc: Putting education on a silver platter. Electron Learn.1987;1(5):43-4.

**References may or may not be published depending on space available in the final draft of the publication.**

## **SUBMISSION PROCEDURE**

1. Online Submission via [www.nihs.ie](http://www.nihs.ie)
2. Abstracts may only be submitted on the Abstract Submission Form available at  
<http://www.nihs.ie/ResearchBulletin/index.cfm>

**For any queries you may have with regard to responding to the Call for Abstracts, please contact**

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