PREPARING YOUR ABSTRACT FOR SUBMISSION FOR 2016 IRIS RENAL WEEK

Typing Instructions for Abstract Template:
• Enter each author’s name and institutional affiliations (including city and state). If no institution is involved, give the city and state.
• Do NOT write outside the boxes. Any text or images outside the boxes will be deleted.
• Do NOT alter this form by deleting parts of it or adding new boxes. Simply enter your information into the boxes.
• Save this file in .doc or .docx format.
• Abstracts must be composed in Microsoft Word.
• Use templates Arial 10 point font.
• Print must be black.
• Excessively poor grammar or clarity of writing is not acceptable.
• Modifications to your submission can be made through the submission site until the deadline.
• Paragraphs within abstracts must be single spaced.
• Use full justification so that text is flush with both left and right sides.
• No Word limit.

Title:
• 15 words maximum. Clearly indicate the nature of the investigation.
• Abbreviations should be avoided.
• CAPITALIZE THE ENTIRE TITLE.

Content:
• DO NOT mention support of work for a research grant, conflict of interest or copyright permission.
• Special symbols, graphs or charts must be imported into your abstract and fit within the specified margins.
• Graphs and charts will not be accepted independent of your abstract submission.
• Do not use subheadings (e.g. Methods, Results).
• Organize the body of the abstract as follows:
A statement of the purpose of the study.
A statement of the methods used.
A summary of the results presented in sufficient detail to support the conclusions. Statements that data is pending are not acceptable.
A statement of the conclusions reached (it is not satisfactory to state “the results will be discussed” or “other data will be presented”).
Do not use subheadings (e.g. Methods, Results).

Tables and Graphs:
• Use only if they are simple, neat, and fit within the allotted space.
• Tables and graphs must be imported into the abstract text.
• Tables and graphs will not be accepted independent of the abstract submission.

Abbreviations and Drug Names:
• Abbreviations accepted by the JAVMA are suggested.
• Abbreviations otherwise not defined must be defined by the author by placing them in parenthesis after the full word the first time they appear.
• Abbreviations should be avoided in titles.
• Non-proprietary (generic) names are required the first time a drug is mentioned, written in small letters.
• Proprietary names are always capitalized, e.g. cimetidine (Tagamet).
Abstract Template Sample

Title:

THIS IS A SAMPLE OF CORRECT FORMATTING FOR A RESEARCH REPORT OR RESEARCH ABSTRACT SUBMISSION

Abstract: (Your abstract must use Normal style and must fit into the box. Do not enter author details)

Abstracts must be composed in Microsoft Word. Use templates Arial 10 point font. Print must be black. Please proof your submission carefully as the abstract will appear exactly as submitted. Excessively poor grammar or clarity of writing is not acceptable.

Modifications to your submission can be made through the submission site until deadline. Abstracts can not be corrected after deadline and no corrections that may alter the overall acceptability of the abstract will be accepted.

Paragraphs within abstracts must be single spaced. Use full justification so that text is flush with both left and right sides. Abstracts that do not fit within these guidelines can be rejected based on formatting. No word limit.

Title is 15 words maximum. Clearly indicate the nature of the investigation. Abbreviations should be avoided in titles.

Presentation Format
Are you willing to present your abstract
☐ Oral
☐ Poster
☐ Either