



Jaffna Medical Association

Instructions to Authors on Submission of Abstracts

September 29th, 30th 2020

1. Abstracts for the Annual Scientific Sessions of the Jaffna Medical Association (JMA) should conform to the following requirements and specifications.

A. At least one author should be a member of the JMA. However, submissions by any other authors, particularly foreign nationals, who are not eligible to be members, will be considered. In the latter case selection will depend on the quality of the work done and the abstract submitted.

B. Presenting author's name should be underlined.

C. The top of the abstract should specify whether the submission is for Oral Presentation, Poster Presentation or to be considered for either.

D. If sent by post, kindly indicate on the envelope the category of presentation as either ORAL or POSTER.

E. At least the presenting author MUST register for the Annual Congress within two weeks of being informed of the acceptance of the paper by JMA. If this is not complied with, the paper will NOT be included in the publication, "Proceedings of the Jaffna Medical Association Annual Scientific Congress" and the paper will be removed from the Scientific Programme without any further notification.

2. **THREE HARD COPIES** of the abstract must be submitted by local authors along with a soft copy on a CD (Word document).

One (1) copy with names and affiliations and two (2) copies without names and affiliations.

A separate covering letter with the current address, telephone contact details and the currently operative e-mail address of the Presenting Author should accompany the abstract submission.

Overseas submissions can also be made via e-mail as a Microsoft WORD document attachment to the Hony Secretary (jaffnajmalibrary@gmail.com)

3. All abstracts should reach the Hony. Secretary, JMA on or before **4 pm 15th August 2020. THERE WILL BE NO EXTENSIONS OF THIS DEADLINE.**

4. Case presentations will not be accepted for oral presentation. However, case presentation MAY be accepted for display as posters.

5. All abstracts will be reviewed anonymously by the referees and selection decisions made on universally accepted criteria. The corresponding author will be notified of the result via e-mail by end August 2020.

6. The title of the abstract should be brief but adequately descriptive.

7. The abstract should be typed double spaced on A4 paper with margins of 30mm right round. Times New Roman point 12.

8. The text of the abstract SHOULD NOT be more than **300 words**. It should be structured into the following sub-headings

i. Introduction

ii. Objectives

iii. Design, Setting and Method (including statistical methods where relevant)

iv. Results

v. Conclusions

There should **be no accompanying tables and no references** should be included into the manuscript.

9. The author/s must be able to take full intellectual responsibility for the work and the paper. **Ethical Clearance** should have been obtained in all appropriate situations. All experimental studies, interventional studies and clinical trials should have been registered with a recognized CLINICAL TRIALS REGISTRY. Details of Ethical Clearance and Clinical Trials Registration should be mentioned in the abstract.

10. If the work has been previously presented or published, in whole or in part, this should be stated in the abstract when submitting the paper. The policy of the Scientific Committee is that no paper should be presented at two National Meetings or at two International Meetings. The authors are allowed to present a given paper at one National Meeting and one International Meeting. However, the final decision about acceptance rests entirely with the Scientific Committee. In exceptional circumstances, particularly with respect to the importance of the findings, this stipulation could be waived off by the Scientific Committee.

11. Acknowledgements in the abstracts should be confined to citing donor agencies and previous presentations/publications.

12. The JMA Editor reserve the right to make alterations, edit text and modify the title to improve the presentation.

13. **ABSTRACTS NOT CONFORMING TO THE ABOVE SPECIFICATIONS AND INSTRUCTIONS WILL NOT BE CONSIDERED.**

Final Date for Submission on or before 4pm, 15th August 2020.

Email: conferencejma2020@gmail.com