



Sri Lanka College of Sexual Health and HIV Medicine

(Formerly Sri Lanka College of Venereologists)

Telephone: +94 (071) 0900003, +94 (011) 2667029, +94 (011) 2667163 / Fax: +94 (011) 5336873
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Instructions to Authors on Submission of Abstracts for the 22nd Annual Scientific Sessions of the Sri Lanka College of Sexual Health and HIV Medicine (Sri Lanka CoSHH Conference 2017)

1. Preparation of documents

All submissions should have a covering letter with the abstract.

1.1. Covering letter: should explain the originality of the work, disclose about any previous publications and possible overlap with prior publications (if any) to the editorial board. The letter should acknowledge any potential conflict of interest.

The name, full mailing address, and telephone number of the author responsible for correspondence about the paper should also be included (E-mail addresses are mandatory).

1.2. Abstract: all parts of the abstract must be typed using fonts of Calibri, 11 points, with 1.15 spacing. Use A4 paper size with normal margins and begin the text of the abstract without indentation. The words of the abstract should not exceed 250 words (title, author names, affiliations and level 1 headings are excluded in counting number of words). The abstracts should be structured as (i) **Title**, (ii) **Author line/s** and (iii) **affiliations** on the top and the body text should have following headings (i) **Introduction**, (ii) **Objective/s**, (iii) **Method**, (iv) **Results**, and (v) **Conclusions**

1.2.2. Guideline for the use of units: Use SI units throughout, except for blood pressure and haemoglobin content. Other units may be given in parentheses.

1.2.3. Guideline for the use of drugs and instruments: Generic names must be used for all drugs. Include the proprietary name only if it is needed for a specific purpose. Instruments may be referred by proprietary name, giving the name and location of the manufacturer in the text in parentheses.

2. Authorship

Authorship credit should be based on,

(A) Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;

(B) Drafting the article or revising it critically for important intellectual content; and

(C) Final approval of the version to be published.

Authors should meet conditions A, B and C to claim authorship of the paper.

The author/s surnames should be followed by the initial/s. Do not use prefix/s as Mr/ Mrs /Dr or Professor.

3. How to submit

Covering letter and the abstract should be submitted online.

Log in to the conference areas of the college website and submit through the system
<http://www.slcoshh.org/>

Covering letter should be addressed to the
Editor in chief,
Sri Lanka CoSHH,
No. 29 De Saram Place,
Colombo 10.

Kindly note that abstracts not confirming to the specifications will be rejected.

4. Selection of abstracts

Editorial board staff of the Sri Lanka College of Sexual Health and HIV Medicine will review submitted articles using a computer-based abstract management system. Based on the reviews, abstracts are selected for **oral presentations** and **poster presentations** considering the originality of the work, importance of the research problem, timeliness, clarity, methodology, validity of data, scientific strength, and appropriateness.

Editors reserve the right to modify style, shorten articles, and make editorial corrections where necessary. All accepted articles for publication will be acknowledged to the corresponding author.



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5. Oral presentation guideline

Each paper will be allowed a total 15 minutes, 10 minutes for presentation and 5 minutes for discussion. Multimedia facilities will be available for oral presentations.

6. Poster presentation guidelines

6.1. General information on the location and poster presentation

Location of poster display: Posters are arranged in the hall where scientific sessions are held and poster panels are provided by the organizers of the annual scientific sessions

Poster display time: Your poster will be up for the duration of college sessions from 06th to 07th October 2017.

- **Set up time:** by 08.30 hrs on 06th October 2017
- **Removal time:** Posters should be removed by 15.00 hrs on 07th October 2016

Poster presentation: will be on 07th October 2017. At least one author need to be available during the college sessions.

6.2. Preparation of poster

Title: The title should be the same as in the abstract.

Author names: Should be placed below the title line.

Author affiliations: Should be placed below the author line in smaller font than author names.

Headings: Heading such as Introduction, Objectives, Methods, Results, Discussion, and Conclusions are useful. You may include, acknowledgement, conflict of interest, funding support etc where necessary.

Content: The text should be brief throughout. Any description of methods should be precise and simple.

Contact information: Name, address and email of the principal author should appear on the poster.

Poster size: The poster should not be larger than **70 cm X 140 cm** and the orientation should be in portrait (long boarder vertical).

Poster materials: should usually be paper, art boards or flex. Use two side adhesive tapes, to paste the poster on places provided for the purpose.

6.3. General advice on poster preparation

- The poster should be a visual presentation of your submitted abstract and should be easily readable at a distance of two meters.
- Use upper and lower case for general content as all capital text is difficult to read.
- Avoid using mixtures of type/font styles.
- The message should be simple, concise and understandable without the requirement of oral presentation.
- After the title the 2 most important panels are the **introduction** and the **conclusion** on the basis of these two the reader will decide whether to consider the other details. These panels should be simple concise and visually attractive.
- Results should be represented as graphically as possible. Avoid large tables of data. Results should be in line with originally submitted data. Use graphs, pictures, symbols and colours where necessary.
- Each graph should have a short heading and axis should be properly named. Graphs should be large enough to read from two meters.
- A mat finish on photograph gives better visibility. Photographs should be large enough to see from two meters.

7. For further details

Kindly contact

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