

GUIDELINES FOR SUBMISSION OF ABSTRACTS TO NEW ZEALAND GERIATRICS SOCIETY RETREAT

The following are guidelines only, however abstracts that fail to adhere broadly to the guidelines will be returned to the authors for amendment (provided there is time available – if you submit an abstract late in the day you risk it being rejected).

DEADLINE 5pm AUGUST 29, 2018 please email your abstract to YihHarnng.Chong@southerndhb.govt.nz

1. Maximum word count = 300 words.
2. Abstract to begin **TITLE, AUTHORS NAME(S), PROVENANCE**. A typical example might be:
ASSESSMENT OF DELIRIUM IN THE EMERGENCY DEPARTMENT. SMITH MA, JONES BD, TUHOE MT. DEPARTMENT OF GERIATRIC MEDICINE, WEST HARBOUR HOSPITAL.
3. The abstract should be in the form of **bolded** structured headings (without line spaces between them) as follows: **Introduction, Methods, Results, Conclusions**.

For audit submissions the following headings are appropriate: **Problem, Design/methods, Practice change, Re-audit, Conclusions**. You must ensure the audit loop has been completed.
4. Do not use macros within your abstract.
5. Any tables should be created within the abstract itself.
6. Any references must be included in the body of the text using names and journal references only but not the title.
7. Abbreviations must only be used if defined immediately after the full word or phrase is used for the first time.
8. It is very important that numerical data and statistical analysis (as appropriate) are presented in the abstract. Statements such as “findings will be discussed” or “data will be presented” are not appropriate, and will probably result in return or rejection of the abstract
9. A covering letter should state whether ethical approval has been obtained (or alternatively should state why it is deemed ethical approval was not necessary). The covering letter should also include full contact details including email address of the first author and whether the first author is a trainee (as such abstracts are eligible for judgement for the trainee prize).
10. We strongly advise that when abstracts are accepted presenters consider rehearsing their presentation in front of a friendly but critical audience of their peers and supervisors on at least one occasion (preferably more) before attending the retreat. Presentation skills are acquired and not usually inborn or inherited. It is most important to keep to time. **Presentations will be for 10 mins (with a bell at 9 mins) followed by 5 mins for questions total time 15mins**