



Annual Academic Session

College of Pathologists of Sri Lanka

20th & 21st October 2023

Colombo, Sri Lanka

Guidelines to Authors for Abstract Preparation and Submission

The presentations will be in the format of oral or poster. Abstracts should be on case reports/case series or research activities in Histopathology/Cytopathology or pathogenesis related areas. The abstracts should conform to the following requirements.

Preparation of abstracts:

1. The abstract in its final form must be written in English, using MS Word 2003 or 2007.

Format

- Paper size A4
- Number of Pages One
- Margins 30 mm all around
- Font Times New Roman
- Line space Double

Figures, tables and references should not be included in the abstract.

2. The word limit: the text of the abstract should **not exceed 250 words.**
3. The abstract should contain the following

Title: should be brief but adequately reflect the scientific content of the abstract. The letters should be **bold uppercase and font size 12, Center aligned**. The Editorial Committee of the College of Pathologists reserves the right to modify the title when necessary.

Names of Authors: should be in **font size 11, bold, lowercase letters** (except initials and the first letter of the name/s) and **center aligned**. Initials (each initial should be followed by a full-stop and a space) or the first name should be followed by the surname/last name. Prefix such as Mr, Dr or Professor should not be included. Presenter's name should be underlined and the corresponding author's name should be indicated by an asterisk at the end of the name. One line space should be left between the name/s and affiliation/s.

Affiliation of Authors: should be in **font size 11, italics, lowercase letters** (with uppercase letters where necessary) and **center aligned**. If the work has been carried out in several Institutions/Departments, the addresses should be numbered using a superscript at the beginning of each address and the respective author should be marked using a superscript at the end of the author's name. The e-mail address of the corresponding author should be indicated at the end of the affiliations. A two-line space should be left between affiliations and the body of the text.

Text:

Research abstract should be structured as,

- Introduction and Objectives
- Methodology (Design, setting, method and statistical methods where relevant)
- Results
- Discussion
- Conclusions

Case/ case series should be structured as,

- Introduction
- Case report (Clinical history, gross and microscopic Pathology)
- Discussion
- Comments/Conclusions

Acknowledgements: should be confined to citing grants or funds utilized for the study in a single sentence in *italics*. One line space should be left between the text and the acknowledgement.

Keywords: Maximum of 5 keywords should be included after a sub-title, 'Keywords:' at the end of the abstract. One line space should be left above the keywords.

Spelling: British spelling must be used throughout the text.

Abbreviations: Should be cited in full at first occurrence except for standard abbreviations.

Non-English and Technical Terms: Should be in italics.

Units: International System of Units (SI) should be used and a space must be left between the figure and the unit (eg.25 cm).

Submission of abstracts:

All abstracts should be submitted online through the website of the College of Pathologists of Sri Lanka before **15.00 hr on 25th June 2023**. Please note that the deadline shall not be extended further. Late entries will not be accepted.

Further details regarding online abstract submission will be available at the website shortly.

One hard copy of the abstract with the filled submission form should be sent via post or handed over to the College office.

When more than one abstract is submitted, each should be submitted via two e mails separately (not in one e mail). Subject of the email should be named with the name of the first author followed by the abstract number.(e.g. Amarasooriya GN. Abstract 1).

Abstracts review and selection:

Abstracts not conforming to the above instructions will be rejected without review. The abstracts conforming to guidelines will be reviewed anonymously by referees.

The corresponding author will be informed of the results once review process is concluded. The Scientific Committee reserves the right to make alterations and to edit text to standardize/ improve the abstract.

The presenting author is required to register once the abstract has been accepted. If not the abstracts will not be printed in the proceedings book. The presenting author needs to be ready for oral presentation if the abstract get selected for that.

Ethical considerations

The authors should take the public responsibility for the case studies and the contents reported.

If the work has been previously presented or published in whole or part this should be stated in the abstract submission form. This does not disqualify an abstract.

The details of ethical clearance granted (the granting agency and the number) should be supplied in the submission form for research projects which require ethical clearance. For clinical trials, the clinical registry details should be submitted. Editorial Committee has the right to reject the abstracts not conforming to these requirements.

For further details please contact:

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