Instructions for Presenters

Note: It is recommended that you read and then ***print these instructions*** *to act as a handy guide to submitting an abstract*. Please **take special note of the text formatting instructions** required by the journal below.

All abstracts accepted and received by the printer's closing date will be published in the journal *Familial Cancer*. The closing date for abstracts is **15th March 2013.** Abstracts received after this date WILL NOT be published.

1. Authors of research papers who wish to have their abstracts considered for inclusion in the scientific programs must submit their abstract electronically via the meeting website having regard to the closing dates in the Call for Abstracts and on the Abstract submission site. **Abstracts submitted after the closing date of 15th March 2013 will not be considered.**
2. The detailed formatting instructions below **must be followed** for the abstract to appear in *Familial Cancer*.
3. The title should be brief and explicit.
4. Research papers should follow the format - Purpose, Methodology, Results, Conclusion.
5. Including title, authors (full given first name and family name) and institution, the abstract must not exceed 520 words. In MS Word, this count can be determined from the 'Tools menu'. Any references or acknowledgments must also be included in this allowance. If you exceed this limit the software will NOT allow submission.
6. Presentations will only have electronic PowerPoint support. Instructions will be available in the correspondence sent to all successful authors.
7. The acceptance, timing, presentation and discussion of all papers and posters is at the discretion of the Scientific Programme Committee. Notification of the timing of presentations will appear in correspondence sent to all successful authors.
8. Tables, diagrams, graphs, etc. CANNOT be accepted in the abstract submission. This is due to the limitations of the computer software program and also the rules of the journal *Familial Cancer*.
9. Please format & submit your abstract according to the below instructions.
10. AUTHORS MUST BE REGISTRANTS AT THE MEETING FOR THEIR ABSTRACT TO APPEAR IN THE PUBLICATIONS.

Submission Instructions

1. **Biography field** - A 50 word biography is required from each presenter to facilitate the Chairman's introduction. Please enter this information during the abstract submission process in the appropriate field.

2. **Type of Submission** - There are 3 choices in this field. Please choose:
    - **Keynote speaker** - if you have been officially INVITED to speak at the meeting.

- **Workshop** - if you are submitting your abstract for review for oral presentation.
- **Poster** - if you are submitting your abstract for a poster only.

3. **Number of Authors** - the system will accept *up to 10 authors*. If your abstract has more than 10 authors, enter the information for the 1st 10 authors and submit via the website as per normal AND SEND ANOTHER EMAIL COPY to the secretariat explaining why you sent it. This will ensure all your authors are published with your abstract if your abstract is accepted.

4. Please **upload** your submission on a **text** document (eg. MS Word) as per the formatting instructions. Please NAME THE ABSRACT according to the presenting author surname followed by first name initial e.g. Steve Irwin's abstract would be named irwinS.doc. Abstracts saved with titles such as "abstract.doc", "insightabstract.doc" etc. will not be accepted.

Text Formatting according to *Familial Cancer* Instructions

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use italics for emphasis.
- Do not use field functions.
- Please turn OFF your track changes
- DO NOT JUSTIFY the text
- Use tab stops or other commands for indents, not the space bar.
- Save your file in docx format (Word 2007 or higher) or doc format (older Word versions).
- Please use no more than three levels of displayed headings.
- Abbreviations should be defined at first mention and used consistently thereafter.
- Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.
- Please always use internationally accepted signs and symbols for units, SI units.
- Nomenclature for mutations must follow HGVS guidelines: http://www.hgvs.org/mutnomen/
- Nomenclature for genes must follow HGNC guidelines: http://www.genenames.org/
- Citation- Reference citations in the text should be identified by numbers in square brackets. Some examples:
  1. Negotiation research spans many disciplines [3].
  2. This result was later contradicted by Becker and Seligman [5].
  3. This effect has been widely studied [1-3, 7].
- Reference list - The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. The entries in the list should be numbered consecutively.
- Journal article
  Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. Eur J Appl Physiol 105:731-738. doi: 10.1007/s00421-008-0955-8
  Ideally, the names of all authors should be provided, but the usage of "et al" in long author lists will also be accepted:
  Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. N Engl J Med 965:325–329

- Article by DOI
  Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med. doi:10.1007/s001090000086
- Book
  South J, Blass B (2001) The future of modern genomics. Blackwell, London
- Book chapter
  Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The rise of modern genomics, 3rd edn. Wiley, New York, pp 230-257
- Online document
  Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. http://physicsweb.org/articles/news/11/6/16/1. Accessed 26 June 2007

Important Note

The submitting author of an abstract will ALWAYS receive an automated email confirmation of receipt of the abstract into the submission site. If you do not receive an email confirmation within 24 hours it may mean the abstract has not been received. In this circumstance, please email Ms Rania Horaitis, conference secretariat (rania@variome.org) to determine why an email confirmation has not been received.