

CleanUp 2024 Conference – Abstract Guidelines

Abstracts that do not strictly comply with these guidelines will not be accepted.
All abstracts **MUST** be submitted in the MS Word template available online. **NO PDF FILES.**

Abstract heading guidelines:

1. Title of abstract – centred on page, Arial font, 14 point, **BOLD CAPITALS**, followed by one line space.
2. Author(s) name(s) – centred on page, Arial font, 11 point, [first name, initial, surname]. Underline the name of the presenting author. Use numbered superscripts after the surname to indicate institution/organisation affiliation, and follow with one line space.
3. Affiliated institution/organisation(s) – centred on page, Arial font, 11 point. Name of institution/organisation, city, state and country of origin. Use numbered superscripts before the name of the institution/organisation to align authors.
4. Email address of presenting author – centred on page, Arial font, 11 point.
5. One line space prior to text commencement.

Abstract text guidelines:

1. The text must be justified, single-spaced 11 point Arial font throughout, unless specified (headings, tables etc. – see template). Body text headings are as per the template (all are Arial font, 12 point: first-level caps and bold; second-level bold; third-level italic. Uppercase usage outlined in template).
2. The text must fit, in its entirety, on **two (2) standard A4 pages** with 2.5cm margins on all sides. Longer abstracts will not be accepted.
3. Scientific abstracts should contain brief but complete statements of: Introduction; Methods; Results/Discussion; and Conclusion(s).
4. Non-scientific or descriptive abstracts should contain: an introduction to the issue being addressed; the aims of the work undertaken (e.g. a project, or a report or other document); an indication of the main content or findings in the paper; and a conclusion.
5. The abstract must contain sufficient information to provide readers with a clear understanding of the study/report independent of the presentation.
6. Abstracts stating that results or conclusions ‘will be discussed’, ‘will be presented’ or similar will not be accepted.
7. Abstracts should be written in the past tense (i.e. should state what was done, not what is being, will or might be done).
8. Non-standard abbreviations (NSA) must be defined in the instance of their first use as exemplified in this sentence.
9. Only simple supporting tables and figures will be accepted, provided they remain within the two (2) page limit for the entire abstract.
10. Acknowledgement of supporting institutions may be made at the end of the text.
11. References included must be acknowledged in the Harvard (author, date) style as demonstrated in the abstract template.

Principles of abstract selection:

1. All scientific abstracts must provide sufficient detail of study objectives, methods, results, and conclusion(s).
2. Scientific abstracts will be rejected if they have:
 - Absent or inadequate descriptions of the methods, results or conclusions.
 - An insufficiently quantitative description of the results.
 - Allusions to any information (especially results or conclusions) not contained in the abstract but which is to be presented at the meeting.
 - Jargon, undefined non-standard terms or abbreviations.
3. Abstracts of a descriptive nature may be accepted for presentation in limited numbers because of their potential interest to the meeting. Such abstracts must still contain sufficient description of report objectives, description of the subject, information to substantiate opinions or statements, and a conclusion.
4. A reader of the abstract must be able to understand the methods by which the results were obtained and must see how the results justify the conclusions, independent of attending the oral presentation.