

Abstract Submission Instructions

Please read through the submission instructions listed below before preparing your abstract.

Step 1: Download the **Abstract Template** and add your abstract text (Abstracts must not exceed the one page limit)

Step 2: Complete the required fields in the **Contact Details Form**

Step 3: Email the completed **Abstract Template** and **Contact Details Form** as an attachment to conference@ona.asn.au

A return email will advise receipt of abstract

Closing Date for Abstract Submission is 15th August 2010 (closing date extended)

All fields on the abstract template must be completed. Please print a copy of the abstract submission for your records.

If you do not receive a confirmation email that your abstract was received, please contact the Conference Organisers.

Abstracts will be published as they are submitted, there will be no opportunity for amendments.

It is the responsibility of the presenting author to ensure that the abstract is submitted correctly.

Any queries please contact:

conference@ona.asn.au

Abstract Format

Abstracts must be submitted using the Microsoft Word template supplied on this website. The abstract must be submitted as a word document.

The Abstract must not exceed the one-page limit. Abstracts exceeding the word limit will be returned for resubmission.

Title

The abstract title should be in Title Case, **bold**.

Authors

The Authors' names should be typed in the Authors' section, under the abstract title. All authors are to be listed by their initials, followed by last name (e.g. B Smith). Underline the name of the presenting author/s. Each author should indicate institute, city, state and country. Do not include degrees or professional titles (e.g. Dr, Prof., etc). For example;

A Smith, B Smith

All Saints Hospital, Perth, WA, Australia

Abstract Text

For **Non Research Abstracts** the text should be a brief summary of the overall content, concepts and relevance of the presentation. The presentation may focus on:

- the practical implementation of a project/case study,
- innovative solutions and approaches to the delivery of quality care
- clinical advances in Orthopaedic Nursing
- expanded Orthopaedic Nursing roles
- interdisciplinary teams in Orthopaedics

A **research abstract** should include a statement of the problem, a brief description of the methodology, the principal findings, and a brief discussion of the implications for Orthopaedic Nursing Practice.

Text should be in narrative form and should not include tables, charts, graphs or pictures

Abstract text must be in Times New Roman font, 12pt size, single-spaced.

Use standard abbreviations only. Within the body of the abstract, when using abbreviations spell out the name in full at the first mention and follow with the abbreviation in parenthesis (). Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.

Presentation Format

Abstracts accepted will be presented at the conference as a PowerPoint Presentation. Presenters will be allocated a 15 - 20 minute timeslot, with 5 minutes for questions and discussion

There is to be a maximum of two presenters for each presentation.

Audio-Visual Equipment

Please note that for all oral presentations Data Projection (PowerPoint) will be available for use by speakers.

A computer will be available onsite for presenter use.

PowerPoint presentations to be received by the Conference Organisers no less than 7 days prior to the conference.

Presenters may provide their own laptop computer, but will need to notify the Conference Organisers of their intention prior to the conference.

Presenters are to notify the Conference Organisers if they have any further Audio-Visual Equipment requirements

General Policies and Requirements for the Submission of Abstracts

All abstracts must contain original work.

Presenters will receive a discount on the conference registration fee. In the case of more than one presenter the discount will be shared amongst the presenters.

The ONA/WA Conference Organisers cannot cover expenses related to travel, accommodation or preparation of presenter materials