



Abstract Submission Guidelines

The ANZFSS 24th International Symposium on the Forensic Sciences invites the submission of abstracts on original work for consideration for an Oral Presentation or Poster Presentation in the Symposium program. The contribution of presenters like yourself is crucial to the success of the Symposium and we greatly value your input.

Key Submission Dates

Abstract Submission Closes	Friday 2 February 2018
Author Notifications	April 2018

Abstract Submission Guidelines

Submission

- Abstracts must be submitted by the presenting author via the abstract submission portal.
- You will be asked to enter: Name, address and contact details of presenting author, preferred presentation type* and name/s of all author/s, affiliation/s of all author/s, abstract title and short biography of the presenting author (100 words). * *During the submission process you will indicate your preferred presentation format, however your preference is not guaranteed.*
- An abstract confirmation email will be sent to the presenting/submitting author upon successful submission of the abstract.
- Communication will be with the presenting/submitting author only.
- Lodgement of an abstract acknowledges your consent to publication of the abstract in Symposium publications (hard copy or electronic) provided to all delegates (if accepted).
- Abstracts must be submitted in Word document format (i.e. only .doc or .docx files will be accepted) using the template provided and saved with the filename '**Surname_Initial**'. If you are submitting more than one abstract, please also include subsequent numbers in the filename, e.g. - '**Surname_Initial_1**'.
- Abstracts submissions are due by Friday 2 February 2018

Registration

- The presenting author must register to attend and present the paper at the Symposium.
- Presenters will be required to fund their travel, accommodation and registration costs.

Review and Selection

- The lodgement of an abstract does not indicate automatic inclusion into the Symposium Program and the registration process must also be completed.



Abstract Format and Layout Guidelines

- Abstracts must contain text only – graphs and pictures cannot be inserted and will not be printed
- Abstract must be written in English and use Arial font, 12 pt
- Maximum length of the abstract is **300 words** and should outline the background, aims and content of the presentation.
- Title: Make the title of the abstract brief, clearly indicating the nature of the investigation. Use CAPITAL LETTERS and BOLD for the title
- Name of the author(s): Type only the initial of the first name(s), which should follow the family name(s). Do not include degrees or professional title e.g. Smith J
- Address/Institution: Type name and location of the department or institution with which this work is affiliated
- Abbreviations: Standard abbreviations may be used. Place special or unusual abbreviations in parentheses after the full wording at the first instance it appears in the body of the text
- There can be up to two references in the body of the abstract. References should be numbered consecutively in the text and listed at the end according to the following style: 1. Locard E. Rev Int Crim, 1929; 1:176-249.

It is the author's responsibility to submit a correct abstract; any errors in spelling, grammar, or scientific fact may be reproduced in Symposium publications as typed by the author.

Review Process

All abstracts will undergo a peer review process by the Scientific Committee. The Scientific Committee will allocate abstracts taking into account the quality of each abstract and the balance of the program.

Author Acceptance

Following the review of all abstracts, authors will be notified via email of their abstract acceptance in April 2018. This notification will include advice regarding the format (i.e. oral or poster) selected for your presentation.

Presentation

- Oral Presentation: Unless advised otherwise, all oral presentations are 15 minutes, plus 5 minutes for question time.
- Poster Presentation: Posters will be displayed throughout the Symposium. Each poster will be allocated a poster board number and authors must create an A0 size (maximum of 841 mm (width) x 1189 mm (height)), portrait static poster. Authors will also be asked to attend to their poster during a designated poster session.