

## Submission guidelines

Please observe the following in submitting your abstract:

### Your details

- You will require a valid email address. Please note that the system will only allow an email address to be registered once. However, more than one abstract submission can be made via the same user login. Upon registering personal details, authors will be emailed personal login information, which can be used to log in to edit personal details or abstracts.
- Mobile / cell phone number is not a required field in personal details. However, we highly recommend that you provide one as it is important for the Conference Organisers to be able to contact you when onsite at the Conference.

### Abstract template and format

- Abstract template: Please download it from <http://www.ma2010.com.au/abstracts-guidelines.asp>
- When you have downloaded the template, please ensure your abstract adheres to the following font and style structure:
  - Abstracts must be no longer than 250 words.
  - A 100 word summary must also be submitted, which if the paper is accepted will be published in the Conference Program and other promotions. This summary is to be submitted in the abstract submission template.
  - The title is to be bold and in sentence case (capitalise first word and proper nouns only).
  - Font used should be Arial 10pt.
  - We recommend that the format for an abstract follow one of the two outlines below:
    - Outline 1**
      - Background
      - Aims
      - Methods
      - Results
      - Conclusion
    - Outline 2**
      - Context
      - Objectives
      - Key messages
      - Conclusion
- The abstract should contain **text only**, i.e. without references, diagrams, illustrations, tables or graphics.
- When completing the downloaded template, please name the document as follows:  
surname\_firstname\_1  
eg. **Smith\_Mary\_1.doc**

If you are submitting more than one abstract, please change the number accordingly.

eg. **Smith\_Mary\_2.doc** for second submission, etc.

Please note that **reviewers cannot view these document names.**

### **General guidelines**

- An abstract which does not adhere to the guidelines is unlikely to be accepted.
- It is permissible for the one author to submit more than one abstract.
- Abstract submissions will only be accepted via this website.
- Please submit your abstract no later than **Monday 1 March 2010.**
- All abstracts are being **blind-reviewed**. Please ensure that **all reference** to author names and organisations is **excluded** from your abstract and your abstract title.
- In general, only authors or co-authors can present their paper at the Conference. Any exception to this requirement would require the prior approval of the Program Committee.
- Acceptance of an abstract does **not** imply funding by the Conference Organisers or Committee. Presenting authors are required to register and pay to attend the Conference. Presenters are to register either for the day or for the full Conference and will be offered a rate equivalent to the early bird rate.

### **Optional full peer-review**

- When submitting an abstract, authors have the option of requesting that their full paper be peer-reviewed (by two independent referees). This option may be of particular interest to those presenters from academic institutions who wish to have their paper, if accepted, counted towards their research output. If you select the peer-review option and your abstract has been accepted, you will be then asked to submit a full paper. Those authors not wishing to be peer-reviewed are not required to submit a full paper.

### **Publication of proceedings**

- A selection of the Conference papers and proceedings, including all accepted peer-reviewed papers, will be published, in a format to be determined.
- All details should be accurate, as what you send to the Conference Organisers will be copied directly into the Conference final program and proceedings, should your abstract be accepted. Please note that only name, title and affiliation will be published and that no contact details will be included.

### **Selection process**

- Acceptance or otherwise is at the discretion of the Program Committee. All abstracts will be considered on the basis of the merit of the individual submission and will be ranked according to the following criteria:
  - Relevance to the Conference theme
  - Importance of presentation
  - Relevance of content to audience
  - Relationship to other papers on the program

- No correspondence with authors will be entered into, except for acknowledgment and rejection or acceptance notices.

For further information on the Conference themes, please refer to the Conference website. Please contact the Conference Organisers at [MA2010@arinex.com.au](mailto:MA2010@arinex.com.au) or +61 3 9417 0888 if you experience any difficulty uploading your abstract(s). Good luck with your submission.