

# IFISH 4 – How to Submit Abstracts

- **Deadline for submissions to be received: January 15, 2009.**
- **All abstract submissions will be acknowledged as soon as possible.**
- **Accepted abstracts are provisionally accepted until a paid registration is received from the presenting author. We request registration be completed by February 10, 2009.**
- **Electronic copies of all papers are required. Instructions will be provided after abstracts are accepted.**
- **Abstracts should be submitted in English according to the following instructions, and must be accompanied by a completed Abstract Submission Form.**

## Abstract Format

- One page, typed, single-spaced in 10 or 12-point type in Times New Roman font.
- Body of abstract limited to 250 words.
- Graphics in black and white only.
- Title: Use ALL CAPS.
- Author(s):
  - Use upper and lower case.
  - List first name and/or initials, followed by surname.
  - List no more than six authors' names, separated by commas. Refer to additional authors as 'et al.'
  - Include affiliation, city and country only for first author.
  - Place an asterisk after the presenting author's name.
- Purpose: Explain what the research or program set out to achieve.
- Methodology: Include such information as study design, program setting, services and subjects, outcome measures, and analytic techniques.
- Results: Relate major results, conclusions or outcomes; provide confidence intervals as appropriate.
- Conclusions & Recommendations
- Keywords: Provide three keywords at the end of the abstract that best describe the topic.

## Submission Instructions

We strongly prefer abstracts in electronic form.

### Email Submission:

- Type the abstract in the body of the email, or create in Microsoft Word and send as an attachment.
- Attach a completed Abstract Submission Form, or provide the information requested on the Abstract Submission Form in the body of the email.
- Send to Jennifer Lincoln at [JLincoln@cdc.gov](mailto:JLincoln@cdc.gov)

### If email submission is not possible:

- Type the abstract on white paper, following the format instructions above.
- Complete an Abstract Submission Form.
- Mail the abstract and Abstract Submission Form to:  
Jennifer Lincoln, NIOSH Alaska Pacific Regional Office  
4230 University Drive, Suite 310, Anchorage, AK 99508 USA
- Please allow transit time so your submission is received by January 15, 2009.
- Faxed abstracts will not be accepted.