

Prosthetics & Orthotics Scientific Meeting 2010

Abstract Submission Form

Please complete and return this form together with your abstract on or before 31 Aug 2010.

Details of Presenting Author

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Please fax this form and email your abstract (in *.doc format) to htdiana@inet.polyu.edu.hk . For enquiry on submission of abstract, please call Ms. Diana CHAU at 2766 4454

Deadline for Submission of Abstract: 31 August 2010

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NOTES ON SUBMISSION ABSTRACTS

1. Abstract must be written in **ENGLISH**.
2. Title: Make the title brief and clear, indicating the nature of the study / procedure. It should be typed in **CAPITAL LETTERS**, not exceeding 200 characters, including spaces.
3. Name(s): List the authors and **underline the presenting author**. **TYPE THE SURNAME IN FULL, FOLLOWED BY THE GIVEN NAME IN INITIAL**, e.g. Smith JR, Chan TM. Omit degrees and titles. The name(s) of the institution(s) where the work was carried out should follow the list of authors and correspondingly indexed with superscript.
4. Institution: Type the name of the institution, the city and country. Omit address and other numbers.
5. Content: Abstract should include 4 parts:
INTRODUCTION - state the problem and purpose of the study
METHODS - describe what was actually done
RESULTS - summarize findings of the study
DISCUSSION AND CONCLUSION - base upon what were found and relate to the stated purpose and existing knowledge
6. Length: Content (excluding title, names and institution) of the abstract should not exceed 250 words.
7. Format: Abstracts must be typed in black ink using single line spacing with 12-point Times New Roman font.
8. Standard abbreviation can be used. Special or unusual abbreviation should be in parentheses after the term when it appears for the first time.
9. Simple tables or graphs (in grey scale) may also be included.
10. Please send the abstract(s) by e-mail to the Organizing Committee at:
htdiana@inet.polyu.edu.hk
11. Fax copies of abstracts will **NOT** be accepted.
12. Abstract may be rejected if it is illegible or not conforming with the standard format. The Organizing Committee reserves the right for the final editing of the abstracts.

For further assistance on abstract submission, please contact Ms. Diana CHAU at 2766 4454.