



*Have analysis, the other side of the moon*



## **GUIDELINES for ABSTRACT SUBMISSION**

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|---|--|
| <b>Important dates</b>                    | <b>November 15<sup>th</sup>, 2019</b><br>Abstract Submission begins<br><b>March 15<sup>th</sup>, 2020</b><br>End of abstract submission  |
| <b>Abstract acceptance</b>                | <ul style="list-style-type: none"> <li>• abstract <b>content</b> will be the basis for acceptance of the poster/oral presentation at the symposium</li> <li>• the authors must indicate their preference for poster or oral presentation</li> <li>• members of the <b>Scientific Committee</b> will review abstracts, then authors will be informed about acceptance and about the form in which their work has been accepted (poster or oral).</li> </ul>   |
| <b>Guidelines for abstract submission</b> | <ul style="list-style-type: none"> <li>• abstract <b>submission</b> will be accepted only via the Congress website (please check <b>STEP 2</b> at the bottom of the page)</li> <li>• title, author names, author affiliations will be insert by the online submission</li> <li>• you will upload the <b>only text</b> of your abstract, please check above the please check <b>STEP 1</b> at the bottom of the page</li> </ul>   |
| <b>After abstract submission</b>          | <ul style="list-style-type: none"> <li>• once abstract submission is completed, you will receive an automatic e-mail confirmation. If this is not the case, please contact <a href="mailto:alessandra@cogest.info">alessandra@cogest.info</a></li> <li>• if you want to modify your submitted information or for any inquiry please contact <a href="mailto:alessandra@cogest.info">alessandra@cogest.info</a></li> </ul>  |
| <b>Guidelines for abstract format</b>     | <ul style="list-style-type: none"> <li>• abstracts must be written in <b>English</b></li> <li>• abstract must be of <b>250 words</b>, excluding title, authors names, affiliations</li> <li>• <b>only two references</b> are permitted. They have to be written at the end of the text according to the example reported in the template. The citations of the references in the text has to be written as a number between squared brackets.</li> <li>• page should be 21.59 cm x 27.94 cm and margins should be 3 cm</li> <li>• please use font type <b>Times New Roman</b>, with <b>single spaced lines</b></li> <li>• <b>title</b> of the abstract (<u>style</u>: normal, 14 pt, centred) should not span in more than two rows, and should be followed by one blank line</li> <li>• <b>author names</b> should be written (<u>style</u>: normal, 12 pt, centred) with initials followed by dot and family name written in full; authors should be separated by commas and marked with superscript when necessary to distinguish authors from different affiliations</li> <li>• <b>author affiliations</b> (<u>style</u>: italics, 12 pt, centred) should be written in separate rows when there are more than one and the last is followed by two blank lines</li> <li>• abstract <b>text</b> (<u>style</u>: normal, 12 pt) has to be justified and the paragraphs has to be indented.</li> <li>• <b>charts or graphics</b> can <b>not</b> be included in the abstract</li> <li>• abstracts <b>text</b> only must be saved as a <b>MS Word</b> document and submitted online</li> </ul> |



**CHECK THE FOLLOWING STEPS FOR THE ABSTRACT SUBMISSION:**

**STEP 1**

Download the TEMPLATE and write your abstract following the guidelines



**STEP 2**

Fill in the online form and attach your file



**STEP 3**

Once abstract submission is completed, you will receive an automatic e-mail confirmation



**STEP 4**

**6<sup>th</sup> April 2020**

Authors will be informed about abstract acceptance as Poster or Oral Communication

