

Guidelines for Authors: Preparation of Abstracts

Title

The title should be in bold, sentence case with no full stop at the end, e.g:

Results from experiments in this field

Authors

Author names should be in regular font, as first name and surname with no full stop. Underline the name of the corresponding author. Author names should be separated by a comma. Where authors are from a number of different institutions, the appropriate institution number from the affiliation list should be given as a superscript number immediately after each author's name, e.g.:

John Smith¹, Susan Jones², Bill Fisher³

If the authors are presenting an abstract on behalf of a study group, this information should not be included in the author list, but should appear in an

Acknowledgements section.

Affiliations

Affiliations should include department, institute, town and country. Where there are multiple affiliations, each should be listed as a separate paragraph. Each institute should appear in the order used against the author names (see above paragraph) and show the appropriate superscript number, e.g.:

¹ Department, University, Town, State, Country, Zipcode, USA

² University, Town, State, Postcode, UK

³ Company, Town, State, Canada, Postcode

Main text

- Should not be more than 400 words.
- Please use single line spacing and **one column** format.
- Type the text unjustified, without hyphenating words at line breaks.
- Use hard returns only to end headings and paragraphs, not to rearrange lines.
- Use the BioMed Central reference format (see below).
- Greek and other special characters may be included. If you are unable to reproduce a particular special character, please type out the name of the symbol in full.
- SI Units should be used throughout (litre and molar are permitted, however).
- Web links (URLs) should be provided in full, including both the title of the site and the URL, in the following format:
 Mouse Tumor Biology Database
[\[http://tumor.informatics.jax.org/cancer_links.html\]](http://tumor.informatics.jax.org/cancer_links.html)
- Abbreviations should be used as sparingly as possible. They should be defined when first used.

Structured abstracts

In structured abstracts, paragraph headings should be typed in **bold** with no colon at the end. Do **not** use the heading 'Abstract'. Each heading should be in a separate paragraph, e.g.:

Background

Followed by regular text on a new line..

Materials and methods

Results

Conclusions

Please see the **Abstract_Sample.docx** or **Abstract_Sample.odt** files provided with these guidelines within the zip.

Tables

Tables should be numbered (e.g. Table 1) and titled and should be included in the document where they are to appear. Tables should be cited/called out in the text.

Tables should be formatted using the "Table function" in a word processing program to ensure that columns of data are kept aligned when the file is sent electronically. Columns and rows of data should be made visibly distinct by ensuring the borders of each cell display as black lines.

Figures

Figures and illustrations should be numbered (e.g. Figure 1) and titled, with a legend if necessary. Figures should be cited/called out in the text. Images should be supplied at 300 dpi minimum.

Figures must be supplied electronically in the body of the text – each figure must be inserted as a single, composite unit. Don't include figures with embedded hyperlinks.

Acknowledgements

Brief acknowledgements may be included and should be placed after **Conclusions** and before the References. If the abstract is being presented on behalf of a study group, this information should be noted here rather than in the author list.

References

All references should be cited/called out consecutively in the text, using numbers in square brackets. Only papers that have been published, or are in press, or are available through public e-print/preprint servers should be included in the reference list.

Journal abbreviations should follow MEDLINE standards. For each reference, name all authors unless there are more than ten, in which case name the first ten followed by et al. Page numbers for journal articles should be given in full (e.g. 5672-5679, not 5672-9).

References should be laid out at the end of the abstract in BioMed Central style (see below) and preceded by the relevant reference number. An example of a reference for a journal article follows. The full reference style guide can be found at the journal's website.

1. Chomczynski P, Sacchi N: **Single-step method of RNA isolation by acid guanidinium thiocyanate-phenol-chloroform extraction.** *Anal Biochem* 1987, **162**:156-159.