

RESPIRE 2025 INSTRUCTIONS TO AUTHORS

Instructions to authors on submission of abstracts for the annual academic sessions of Sri Lanka College of Pulmonologists 2025

9th to 11th February 2025

1. Submission of abstracts:

A digital copy of the abstract should be emailed to: respireabstracts2025@gmail.com
The topic of the abstract should be stated in the subject column of the email.

Each entry must be accompanied by a duly completed AUTHOR DECLARATION FORM. This document will be accepted with an e-signature or a scanned copy can be emailed.

2. Submission Deadline: All abstracts must reach the college office by **4.00 PM on 27.11.2024**

3. Abstracts should be accompanied by an ethical clearance if the nature of the study requires such clearance.

4. A reference number will be allocated to each submission which must be quoted in all further communications.

5. Formatting of the abstract: The document must be typed in Times New Roman, font size 12 on A4 paper, using single spacing. The text of the abstract must begin without indentation and there should be no space between paragraphs.

6. Title: The first line of the abstract should include the title in bold Title Case letters.

7. Author names:

The second line of the abstract should include the authors' surnames followed by their initials. Do not use prefixes e.g. Prof, Dr, Mr or Mrs. Do not include designation of author e.g. medical officer or consultant.

The corresponding author should bear the responsibility of ensuring that all the contributors are given due authorship, and that the order of names is agreed upon by all authors.

8. The name of the presenting author should be underlined.

9. The line immediately after author names should state author affiliations. Please use superscript numbers after each name to link the author with his/her relevant affiliation/s.

10. **Abstract Text:** The **text** of the **research abstracts** should include a **maximum of 300 words** and the **case reports** should include a **maximum of 250 words**. The word count should be indicated at the end of the abstract.
11. **Research abstracts** should be structured as follows: **Background, Objectives, Methods (including statistical methods where relevant), Results and Conclusions**.
12. If acknowledgments are to be included, they must be limited to an acknowledgment of funding agencies. Generic names are to be used where mention of drugs is necessary.
13. **Case reports** should be structured as **Introduction, Case report and Conclusions**.
14. The abstract text should not include tables or figures. References are not required.
15. If the work has been previously presented or published in part, this must be stated clearly in the abstract submission form.
16. The abstracts will be reviewed anonymously by referees and the outcome will be communicated to the corresponding author.
17. All deadlines must be strictly adhered to when submitting the initial and revised abstracts. Delayed submissions will not be considered for acceptance.
18. If a submission is accepted for an oral or a poster presentation, at least the presenting author **must confirm the intention to present by registering for the academic sessions**, in order to proceed with inclusion in the academic programme and in the printed book of abstracts. Registration of all authors is preferred.
19. Authors may withdraw their entries within 05 days of the notice of acceptance.
20. Withdrawn submissions will not be included in the academic programme or the abstract book.
21. Failure to present accepted submissions may lead to the submitting author being barred from presenting at College of Pulmonologists academic events for a period up to three years.