



Guidelines for Preparing, Formatting, and Submitting Abstracts

(Please read this guide carefully before submitting your abstract)

A) Abstract Submission Rules

- Abstracts must be submitted in English, strictly adhering to the respective guidelines.
- Submission of the full manuscript is not required at the abstract submission stage.
- Submitting abstracts of articles previously published in journals is prohibited. However, abstracts previously presented at other congresses may be submitted, provided intellectual property rights are fully respected.
- Only abstracts originating from the following study types will be reviewed: original studies (observational or interventional), systematic reviews, scoping reviews, meta-analyses, or progress reports. Other study types (such as narrative reviews, etc.) will not be accepted.
- For abstracts of original studies or progress reports involving living organisms, the inclusion of a valid ethics approval code is mandatory, following the guideline below. Missing or invalid ethics codes will result in the immediate exclusion of the abstract from the review process.
- For systematic reviews or meta-analyses, it is mandatory to state the study registration code from a reputable registry in the Methods section.
- The submitting author bears sole responsibility for the accuracy of the abstract's content.
- If the submitter is neither the first nor the corresponding author, they must ensure proper coordination with and consent from all co-authors, respecting all intellectual property rights. The congress bears no liability for any violations in this regard.
- If artificial intelligence (AI) tools were utilized in preparing the abstract, the specific tool and its application area must be declared in the Methods section. Submitting authors must guarantee that for original studies or progress reports, all data, data collection procedures, and analyses originate directly from the study itself. For systematic reviews, scoping reviews, and meta-analyses, data extraction and analysis must have been performed genuinely by the investigators. Any violation of this policy will lead to abstract rejection, and the submitter will assume all legal responsibilities.
- Accepted abstracts will be published in the congress booklet or CD in English, strictly matching the author names and order provided during submission.
- If a full paper is selected for publication in a designated journal, the corresponding author will be notified. The peer-review and publication process will then be subject to that journal's specific regulations.
- Only one certificate will be issued per abstract, listing the names of all authors in their submitted order. The submitter's name will be designated on the certificate as the "Presenter/Submitter." Issuance of the certificate is contingent upon the submitter's physical attendance at the congress.
- In the event that the congress is held virtually, certificate issuance will be contingent upon the online presence of the submitting author during their scheduled oral/poster presentation.



- Submitting authors must provide complete and accurate contact information (postal address, email, and mobile number) in the congress portal.
- Abstract submission certificates will be sent via email to the submitting author within one month after the congress concludes (no certificates will be issued during the event).
- To successfully complete the submission, the following three steps must be fulfilled:
 1. Entering the abstract text into the designated submission box on the portal.
 2. Uploading the abstract in Word format (.docx).
 3. Uploading the abstract in PDF format.
- * Note: Uploading the "full manuscript" is not required.
- * Information regarding registration fees for accepted papers will be announced in due course.

B) Structure of the Submitted Abstract

-Title of the Paper:

- * Formatting: Times New Roman, Font Size 14, Bold.
- * The study design (e.g., *Original Article, Systematic Review, Scoping Review, Meta-Analysis, or Progress Report*) must be specified at the end of the title.
- ** Note on Progress Reports: A progress report refers to an ongoing original study that has not yet been completed.

-Author Names:

- * Formatting: Full names of all authors in Times New Roman, Font Size 12, Bold.
- Full name of the first author¹, second author², third author³, ...
- * The order of authors must be indicated using superscript numbers after their surnames (e.g., Author¹).
- * The corresponding author must be marked with an asterisk (*), and the presenting author must be underlined (). If the corresponding author is also the presenter, both markings must be applied (e.g., Name^{*}).

- Institutional Affiliations:

- 1- Institutional Affiliation 1, along with the full address (*Times New Roman, Font Size 10*)
- 2- Institutional Affiliation 2, along with the full address (*Times New Roman, Font Size 10*)

Instructions:

- Affiliation numbers must be indicated as **superscripts** immediately following each author's name.
- For authors sharing the same affiliation, assign the **same superscript number**.



- Each institutional affiliation must be listed only once (avoid repeating identical affiliations).

-Abstract Text:

*** Formatting: Structured abstract of 200–250 words, including Introduction, Methods, Findings, and Conclusion.**

* The title "Abstract" and sub-headings should be in Times New Roman, Font Size 14, Bold.

* Main text should be in Times New Roman, Font Size 11.

-Introduction: A brief introduction to the topic, its significance, and the aim of the study.

-Methods:

- Type of study (*original / systematic review / meta-analysis / Scoping Review / progress report*)
- Inclusion of Ethics Code: (Providing a valid Ethics Committee Approval Code is mandatory for original articles and progress reports resulting from studies involving living organisms. Abstracts lacking an ethics code or containing an invalid/incorrect code will be excluded from the review process; Example: **IR.SUMS.REC.1405.3300**. Additionally, accurate and precise inclusion of the Study Registration Code in recognized registries is mandatory for submitted systematic reviews, scoping reviews, or meta-analyses).
- Data collection tool(s)
- Statistical analysis methods

-Findings: A summary of the main findings, including numbers and statistical indicators.

-Conclusion: Interpretation of the key results and the scientific/practical implications of the study.

-Keywords:

- * Exactly 5 keywords, separated by commas, formatted in Times New Roman, Font Size 11.
- * Keywords must be selected from MeSH (Medical Subject Headings).

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