Guidelines for Submitting an Abstract

2018 Conference

Pullman Hotel, Auckland
29 – 30 June 2018

Abstract Limit

To ensure maximum participation, each attendee is allowed to present no more than two Abstracts.

Presenting Author

The person submitting an Abstract is assumed to be the presenting author. Abstract acceptances will only apply to this person and are not transferable to co-authors.

Submission Deadline

All Abstracts must be submitted electronically to contact@podiatry.org.nz.

Please do not submit an Abstract if you are not confident that you will be able to attend the conference and make the presentation.

Submission

Please fill in the following fields by copying this document to your computer and typing in the required information. Answer yes or no by highlighting your answer. Delete the answers not required by using "strikethrough" in the Format/Font option.

Presentation Type

Please indicate whether you are submitting an abstract for an Oral or Poster presentation. Oral presentations can be 15, 20, 30 or 60 minutes in duration. *

Oral (time includes questions)	15 minutes	
	20 minutes	
	30 minutes	
	60 minutes*	
Poster Presentation	The committee will allocate a time for author's to represent their poster at a suitable refreshment break.	

*Authors wishing to make a presentation over 45 minutes in duration are required to submit a technical paper following the Guidelines for Authors document.

Author(s)

Presenting Author

Name: Phone:

Email:

Title

The title should be brief and specific (15 words or less) and reflect the contents of the presentation. Please do not use abbreviations in the title.

Abstract

Provide a concise statement (max 250 words) of the topic or issue to be discussed and a summary of the major findings and conclusions.

Your Abstract will be recorded in the conference program verbatim so please follow commonly accepted rules of English syntax, grammar and punctuation.

Evaluation Process and Criteria

The Program Committee will review abstracts from the beginning of September 2017. The Committee will contact authors with formal acceptance or rejection notices as soon as possible in order to allow presenters sufficient time to register for the conference and make travel arrangements. All notifications will be sent to the email address provided during the Abstract submission process.

The Committee will make the final decision with regard to the acceptance or rejection of all Abstracts. In rare cases, Abstracts submitted for oral presentations may be accepted on the condition that they instead by presented as posters.

Abstracts will be evaluated on the following criteria:

- **technical merit**, with emphasis on new research results, cutting-edge developments and novel perspectives
- **practical application**, case studies and papers related to current and application treatments and theories
- **adherence to the submission guidelines as outline above**

Registration

All accepted presenters must register for the conference by 28th February 2018 . Presenters not registered by this date will not be included in the technical program and will not have their Abstract(s) published in the conference proceedings.

Discounted fees for presenters will apply (to be notified at the time of acceptance).

Guidelines for Authors of Presentations in Excess of 45 Minutes

Technical Papers, Case Studies and Conference Papers

Adherence to these guidelines will assist the review process and increase the chances of your paper being included.

1. Content

The chief purpose of any Technical Paper is to convey information to others, many of whom will be less familiar with the general subject than the author. Care should be exercised, therefore, to ensure that simple terms and expressions are used and that statements are made as concisely as possible. If highly technical or uncommon terms are used, they should be adequately explained and defined. The author should attempt to write for the average reader, not the specialist.

The use of the first person and reference to individuals should be made in such a manner as to avoid personal bias.

The paper is required to be non-commercial and explain a process rather than an appliance, proprietary property or application. Good quality practical information describing new techniques and processes or the innovative use of old ones are sought. The inclusion of trade names, logos, university sponsors, consulting firms, vendors, contracting agencies or identification of other commercial interests in the text or its illustrations is not permitted. Company names should only be mentioned in acknowledgements, references and the 'About the Author' section. The author's position and affiliation or sponsoring agency will be accepted in 'About the Author'.

Necessary reference to the parties involved will be accepted as part of a Case Study or Feature Article, however these references should not be overtly commercial in nature. A Case Study is intended to focus on a particular project undertaken or participated in by the author and give a general overview of the project rather than a high level technical description of the specific components and processes involved in the project.

2. Length

Each paper should be limited to 3000 words. Subject to discussions with the Author, any paper submitted above this amount may be edited for reasons of space and clarity. A series of two papers will be considered for topics that cannot be adequately improved.

3. Structure of the Paper

The paper should consist of the following sections:

- Title
- Authors and Affiliations
- About the Author
- Abstract
- Introduction
- Main Body
- Conclusions
- Acknowledgements
- Nomenclature
- References and/or Bibliography
- Appendices

3.1 Title
The title of the paper should be explicit, descriptive and as brief as possible. Long titles are to be avoided.

3.2 Authors and Affiliations
The name of the author(s) should appear immediately below the title at the top of the first page together with the author(s) qualifications and post nominals.

3.3 About the Author
A 100-word biography is encouraged, which includes information on qualifications, work experience and current employment. Authors are also invited to submit a photo with their biography, see Section 4.7 below for guidelines on the submission of photographs.

3.4 Abstract
The main text should be preceded by an abstract of approximately 150 words, which should be self-contained and be as explicit as possible, setting out the topic being covered and the principal conclusions reached.

3.5 Introduction
The main purpose of an introduction is to enable the paper to be easily understood without undue reference to other sources, and it should therefore have sufficient background material for this purpose.

3.6 Main Body
The author's purpose or aim should be stated at the beginning so that the reader will have a clear conception of the objective. This should be followed by a description of the problem, the means of solution and other information necessary to properly qualify the results presented and the conclusions drawn. It is important to present information in a logical sequence.

3.7 Conclusions
This section is very important, as some readers may only refer to the conclusion and abstract. It should list conclusions, numerically where possible, and summarise the significance of the paper as clearly and concisely as possible.

3.8 Acknowledgements
Should an author wish to acknowledge assistance received from sources other than those included as references or bibliographies, this should be done in a final paragraph following the conclusions. Examples of acknowledgements would include colleagues and organisations.

3.9 Nomenclature
A special section may be needed for this if the paper contains extensive equations or unusual terminology. If not, nomenclature may follow each equation. The author should use standard symbols and notations as outlined in AS2900-1986 Quantities, Units and Symbols.

3.10 References and Bibliography
A list of references and/or a bibliography citing any external resources used *must* be included.

A reference list is composed only of works cited in the text, and a bibliography is a general reading list – the two must not be combined.

Accuracy is essential in both cases. Check all references against the source and make sure that the authors' names are spelled correctly, that the title is written as it appears in print and that the correct volume, issue, publisher and page numbers and dates are listed.

References should be listed in alphabetical order, consecutively numbered. Bibliography entries should be listed alphabetically. The following forms are preferred:

3.10.1 Academic journal article
Bell, C. (1997). The 'real' New Zealand: Rural mythologies perpetuated and commodified. *Social Science Journal, 34*(2), 145–159.

3.10.2 Report
Flockton, L., & Crooks, T. (2002). *Social studies: Assessment results 2001* National Education Monitoring Report, 22). Dunedin: University of Otago, Education Assessment Research Unit.

3.10.3 Video
Horrocks, S. (Producer/Director), & Laing, R. (Producer). (1996). *Kiwiana: kiwi as!* [Videotape]. Auckland: Point of View Productions.

3.10.4 Newspaper article
Manson, B. (2001, April 26). A taste of kiwi (2nd ed.). *Dominion*, p. 19. RetrievedMarch 23, 2006, from the ProQuest ANZ Newsstand database (72253467).

3.10.5 Report (online)
New Zealand, Ministry of Social Development. (2005). *The 2005 social report.* Retrieved March 15, 2006, from http://www.socialreport.msd.govt.nz/cultural-identity/

3.10.6 Book Chapter
O'Connor, B. (2004). The dilemma of souvenirs. In C. Bell & S. Matthewman (Eds.), *Cultural studies in Aotearoa New Zealand: Identity, space and place* (pp.161-174). South Melbourne: Oxford University Press.

3.10.7 Popular Magazine Article
Paki, K. (2005, February). Baring flags. *Tu mai: Offering an indigenous New Zealand perspective, 61*, 20-21.

3.10.8 **Book**
Sinclair, K. (1986). *A destiny apart: New Zealand's search for national identity.* Wellington: Allen and Unwin.

3.10.9 Reference book: yearbook
Statistics New Zealand. (2004). *New Zealand official yearbook 2004* (104th ed.). Wellington: David Bateman.

The form of citing in the paper should be by giving the author's name followed by the reference number enclosed in square brackets, or by only the reference numbers enclosed in square brackets.

Example:

'My feet - visible, but ignored . . .'A qualitative study of foot care for people with rheumatoid arthritisAuthors: Williams AE and Graham AS [1]

3.11 Appendices
In a highly mathematical paper, it may often be advisable to develop equations and formulae in an appendix rather than in the body of the paper. This will reduce the distraction of the reader's attention whilst reading the paper.

Appendices may also be used for details, description of apparatus and other related material not essential to the general presentation of the subject.

4. Manuscript Format

Completed papers will be formatted as part of the graphic design process. The author is not responsible for the final formatting, only for amendments that arise from the review process.

4.1 Layout

For uniformity in printing, authors are required to make submissions in the structure detailed in Section 4 of this document.

4.2 Typing

Manuscripts are to be provided in electronic format using Word or PDF.For conference submissions email to: contact@podiatry.org.nz. On acceptance of the manuscript, authors will be asked to sign off on the final version of the paper.

4.3 Headings

Headings used within the Main Body of the paper should be consecutively numbered, as per the following example:

5. Major Heading
5.1 Major Sub-heading
5.1.1 Minor Sub-heading

4.5 Tables

The table references and caption should appear below the table. Tables are to be numbered consecutively with the word "Table", followed by the appropriate number and title:

June	12,000
July	12,750
August	15,000

Table 2. Comparison of practice costs

Reference to tables in the text should be made with the word "Table" followed by the appropriate number, as follows: "...as shown in Table 2..."

4.6 Figures

The figure reference and captions are to appear below the figure. The figures are to be numbered consecutively, with the word "Figure" followed by the appropriate number and title:

Figure 1. Types of feet

Reference to figures in the text should be made using the word "Figure" followed by the appropriate number, as follows: "… as shown in Figure 1…"

Figures should be positioned in the paper as near as possible to where the figure is first referenced.

4.7 Photographs

If possible, photographs should not be included unless they are saved in .png or .jpeg format of at least 300 dpi.

5. Author's Expenses
The subscriptions paid to the Association by its members do not provide sufficient funds to pay expenses incurred by authors in connection with the preparation of technical papers and attendance at meetings to present them, or remuneration to authors for any publishing by PodiatryNZ.

6. PodiatryNZ Responsibility
PodiatryNZ shall not be responsible for any statement or opinion given in any article, paper or discussion published by it, or expressed at a meeting of the Institute.

7. Ownership of Papers and Copyright
PodiatryNZ will not seek exclusive publishing rights of any technical papers submitted.

An author who has had a paper accepted is free to offer it to another for publication, without the consent of PodiatryNZ.

Where the author has previously submitted papers to another Institute or Society, the author shall provide PodiatryNZ with a copy of the clearance from the first Institute or Society.