



2023 South Pacific Nurses Forum

28th - 30th November | Port Moresby, Papua New Guinea

Theme: Our Nurses Our Future

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South Pacific Nurses Forum 2024

Submission Guideline – General Abstracts

Overall Abstract Submission Requirements

- All abstracts must be submitted (and if accepted, will be presented) in English with accurate grammar and spelling suitable for publication.
- Submission of quantitative results (submit statistical results, including descriptive and inferential statistics and qualitative results (submit thematic and content analysis)
- Author must affirm the work submitted is original and all statements declared as facts are based on thorough examination and investigation for accuracy.
- Abstracts containing identical or nearly identical data submitted from the same institution and/or people will be disqualified.
- Proofread abstracts carefully to avoid errors before the submission deadline. Abstract will be published exactly as it has been submitted.
- Submission of an abstract constitutes a commitment by the author(s) to present if accepted. If the author(s) is/are unable to present in person may make arrangement to present on-line. It is important for authors to inform the SPNF organisers in advance if they are unable to present.

- There is no limit to the number of abstracts an investigator may submit. If selected, the presenter must be one of the co-authors listed. If multiple submissions are accepted, the presenting author must resolve schedule conflicts by arranging for a co-author to present.

Abstract Title

- An abstract must have a short, specific title (containing no abbreviations) that indicates the nature of the investigation.
- Avoid an abstract title that reveals the results of the study. Explicit titles denoting the findings should be used (not “Investigations of ...,” “Studies of ...,” etc.).

Abstract Text

- We recommend abstracts have the following identifiable sections:
 - ✓ Introduction (Background, Research Questions/Hypothesis, Goals/Aims)
 - ✓ Methods/Approach
 - ✓ Results/Data
 - ✓ Conclusion(s)
- Avoid beginning sentences with numbers.
- Standard abbreviations may be used without definition. Nonstandard abbreviations (kept to a minimum) must be placed in parentheses after the first use of the word or phrase abbreviated.
- Do not include references or grant support.
- Do not include the names or personal information of any patient participating in the study or trial and or any participants in a qualitative study.
- Abstracts are limited to 300 words maximum.
- Following items does not count towards word limit:
 - Title of abstract
 - Names of authors
- All graphics will require a brief description of the image.

Author Name(s)

- The submitting author will be designated as the primary and presenting author unless otherwise specified.

Abstract Revisions

- After the **May 17th 2024**, 12:MN PNG/QLD time deadline, your abstract submission is considered final and cannot be edited.
 - Abstracts may not be revised in any way or resubmitted.
 - Additions or deletions of author names will not be permitted.
 - Proofread abstracts carefully to avoid errors before submission.

Abstract Copyright Transfer Agreement

- Abstract Copyright Transfer Agreement will be electronically signed during submission.
 - Your selection of “Yes” will grant permission to publish.
 - Your selection of “No” will prohibit publication of the abstract in all formats including the Circulation supplement, ePoster site, the mobile meeting guide app, abstracts on USB/download and the online program planner. (this section needs to be discussed with the SPNF secretariat, I don't know whether they publish abstracts or not, if not we will omit this section)

Abstract Review

- Abstracts successfully submitted by the 17th of May deadline are posted to the Chairperson of the SPNF program committee in PNG via email. A team of four to five experts, selected by the Committee for SPNF in PNG, independently reviews abstracts in the category that best fits their expertise.
- Abstracts submitted for consideration must convey an original idea, concept or an improvement or revision of a previous idea. Abstracts are selected on the basis of the following:
 - Scientific merit - direction toward the contribution of new knowledge or development of a new or improved diagnostic procedure or idea.
 - Organization – well organized, easy to follow and understand.
 - Presentation - should be clear, brief and show understanding of the subject matter.
 - Technical quality - the idea must stand up to scrutiny. Facts and data have scientific backing.

Abstract Acceptance

- Abstract acceptance/non-acceptance status will be available by 21st of May. Please ensure the email provided for the presenting author is accurate as all correspondence will be sent via email to the **presenting author only**.
- **All communications regarding your abstract will be sent from nursingprojectscompng@gmail.com Please make sure to add this email address to your email contacts to ensure important program participant-related information gets through your spam filters, etc.**
- All accepted abstracts will be scheduled in oral or poster presentation formats. All presentations including question-and-answers will be conducted in English. Presenters may request assistance from the moderator who will repeat or rephrase questions from the audience or may ask a colleague in the audience to assist with translation.

]Abstract Journal Publication

- Accepted abstracts having selected “Yes” to the Abstract Copyright Transfer Agreement will be published online in the Circulation journal supplement. (Same as the previous comment above. Please check with SPNF secretariat)

Recording Policy

- Unauthorized recording of the SPNF Sessions is prohibited, whether by video, still or digital photography, audio or any other recording or reproduction mechanism. This includes recording of presentations and supporting audiovisual materials and poster presentations and supporting poster materials.
- SPNF reserve the rights to all recordings or reproductions of presentations. (Please check the recording policy with the SPNF secretariat)