

21. Appendix 2: Guidelines for Manuscript Preparation

- Format:** Microsoft WORD, rtf (rich text format)
Left margin 3cm, right margin 2cm. Please do not extend tables, etc beyond these margins.
Use A4 (21cm x 29.5cm) paper
Preferred font is Times New Roman
- Line one:** Title, centred, bold, font size 14, first letter capitalised.
- Line two:** Name of the author(s), centred, font size 12.
- Line three:** Affiliations of all listed authors. Use superscript letters (e.g. ^a) to reference affiliation, centred, font size 11.
- Line four:** Full postal and email address of communicating author, centred, font size 11.
- Minor headings:** Left justified, bold, font size 12. Recommended headings as appropriate: Introduction and Objectives; Method; Results; Discussion; References.
- Text:** Font size 12, single line spacing.
Text limit: keynote / invited papers 1500 words; proffered papers 500 words excluding title, authors, tables / figures and references.
- Abbreviations:** Should be defined upon initial use unless they are accepted units of measurement e.g. Kg
- References:** Use the Citation-Name system for referencing, i.e. numbering system is by alphabetical order. For full details on formatting of the references, refer to: [Scientific Style and Format 8th Edition](#) Quick Guide. For proffered papers, no more than five (5) references. Format with a hanging indent of 0.5 cm.
- Tables & Figures:** To be inserted after the text and references. Should be numbered consecutively in the text, with a caption or title that provides sufficient information for accurate interpretation. No more than two tables or figures for a proffered paper. Figures should be submitted as separate files, ideally jpeg format with a resolution suitable for printing (300 pixels per inch).
- Submission:** All manuscripts should be submitted to the scientific committee using instructions provided by the ISVC, e.g. email attachment or an electronic cloud-based file sharing system, e.g. Dropbox, Google Drive, OneDrive, etc.
- Deadline:** All submissions must be sent to by (6 months prior to congress)