

1. Guidelines for Abstracts

Guidelines for writing an abstract in Croatian and in English are the same. Abstracts ought to be written in both languages. They should be concise, clear and accurate presentations of papers. Abstracts are separate units which ought to be understandable (including all relevant data) without the papers from which they originate. Less known or author's abbreviations should be avoided. Pictures or tables are not mentioned. Abstracts are written in the past tense. Scientist often search through literature based on Abstracts. That is the reason why it is important to include the most important results and messages from the paper.

Abstracts usually comprise:

- Aim of research – hypothesis, scientific question, purpose;
- Short descriptions of methods;
- Results, including specific data – if results are quantitative, the most important numbers and statistical data;
- Important conclusions or questions arising from the research.

However, some variations, depending on the type of the paper, are worth mentioning. Forms and appropriate subtitles in a Case Study and a Scientific Narrative Review are given after the Table.

Technical data about writing Abstracts

| <i>Parts of texts</i> | <i>Design</i> | <i>Placement</i> | <i>Additional spacing</i> |
|--|--|--|--|
| Title | Heading 1, Font: Times New Roman 14, first capital letter, bolded | centred | Two spaces above the text |
| Subtitle | Heading 1, Font: Times New Roman 12, first capital letter, bolded | centred | No additional spacing |
| Name and surname of the author and co-author/s* | Normal, font: Times New Roman 12, first capital letter, bolded Sequence number (ordinal number) is superscripted next to author's surname | centred | Single spaced below the title/subtitle |
| Affiliation / Name of practice, institution | Author's practice and/or institution is written next to the sequence ordinal | left | Single spaced below the author/co-author |
| Contact address | Address, e-mail address (in black) and ORCID identification number (https://orcid.org/) | left | No additional spacing |
| ORCID | List of authors with the ORCID ID written after their names font: Times New Roman 12 | After author's name, along the same line | Single spaced |

| | | | |
|---------------------------------------|---|------------|--|
| <i>Abstract (subtitles) **</i> | Normal, font: Times New Roman 12, first capital letter, bolded | left | Double spaced |
| <i>Abstract text</i> | Normal, font: Times New Roman 12, | Both sides | Along the same line after the subtitle |
| <i>Key words (title)</i> | Normal, font: Times New Roman 12, bolded, italic Max. 5 (MeSH) | left | Double spaced |
| <i>key words (text)</i> | Normal, font: Times New Roman 12, italic Max. 5 (MeSH) | left | Along the same line after the title |
| <i>Literature (Title)</i> | Normal, font: Title Times New Roman 9, bolded | left | Single spaced |
| <i>Literature text</i> | Normal, font: Title Times New Roman 9 | | Single spaced |

*If there are more co-authors, names and surnames are given in the same order. The number of affiliation is with every name.

Abstracts ought to be structured as the scientific papers they refer to.

**Subtitles of a research paper Abstract: Introduction which includes the purpose, Sample and methods, Results, Conclusion. Title: First capital letter, bolded. Max. 350 words

**Subtitles of a narrative review Abstract: Introduction including the purpose, Discussion, Conclusion, Max. 500 words.

***Cite up to five most important references

2. Guidelines for Case studies

When you decide to write a Case study, start with the question "What were the reasons why I wanted to present this case from my practice?"

Structure of a Case study

1. Introduction into the particularities of the presented case, available knowledge about the subject
2. Purpose of the paper
3. Case study
 - Main signs and symptoms
 - Final diagnosis / therapy, outcome
 - Chronology of events
4. Discussion
 - explanations of the particularities of the case
 - what is not known about the topic

- comparison of the case with literature
- knowledge resulting from the case
- guidelines for further research /clinical approach
- 5. Conclusion
 - assessing the importance of the case and the concluding statement of the underlying message
- 6. Literature
 - Quote your reference in the text in every slide where it is necessary, especially in the Introduction and Discussion

3. Guidelines for posters

Technical guidelines for e-posters

1. E-POSTERS saved as JPG file:
 - Dimensions of E-POSTERS have to be 1920x1080 pixels (landscape format).
 - Please, do not use fonts smaller than 10 pt.
 - Size of the file ought to be below 20 MB.
 2. E-POSTER created in PowerPoint format and saved as .ppt or .pptx file:
 - Must include ONLY ONE slide with the complete content of the poster.
 - Please, use fonts compatible with PC and Mac operating systems (Arial, Courier New, Georgia, Helvetica, Times, Times New Roman)
 - Must be designed in the landscape format, dimensions 50,80 x 25,35 cm.
- Text of the poster can be in Croatian or English, written or translated following professional standards.
 - Title, author's and co-author's and mentor's names, name of the institution, department, specialisation and contact address (author's e-mail address) should be written at the top.
 - XII Congress ATGP/FM, Zagreb ought to be at the bottom of the poster
 - Photos should be clear and sharp.
 - Photos should be numbered.

Literature

Follow the Vancouver referencing and citation style:

Books

- SURNAME, Name, Title: subtitle, edition, place of publishing: publisher, the year of publication
- If the book has two or more authors:
SURNAME 1, Name 1; Name 2 SURNAME 2; Name 3 SURNAME 3, Title: subtitle, edition, place of publishing, publisher, the year of publication

Paper in a journal or congress proceedings

- SURNAME, Name, "Title : subtitle", Name of the journal (or proceedings, volume or year, number, editor, place of publishing: publisher, year of publishing, pages starting – final

Paper in an e-journal or web-page

- (SURNAME, Name,) “Title of the document”, Name of the web-page / Name of the e-journal, editor (if it is an e-journal), full http address (<http://...>), date of publishing the document and / or date of accessing the document

For other examples of referencing see the guidelines for full texts

Useful tips for preparing posters:

- Poster should follow the structure of a scientific paper (research, case study, review (see the guidelines for writing abstracts)).
- Be imaginative, you need to attract the attendees' attention.
- Use the available space, but be careful not to smother the visitors with too much text or pictures. Not every detail of the review needs to be presented since authors have short oral presentations.
- Choose an appropriate colour of the background.
- Pay attention to the fact that a good contrast between the text and the background facilitates reading.
- Use bright colours sparingly, only to highlight something.
- Do not use upper case letters or more than two fonts.
- Titles and subtitles should be written in letters proportionally bigger than the rest of the body of the text.
- Be consistent in designing your text.

4. Guidelines to register one's own ORCID identification number

ORCID (Open Researcher and Contributor ID) is a 16-digit alpha-numerical code for the identification of scientific and academic authors. It solves the issue of unification and protection of published papers only under the name of the author. ORCID connects you with your papers, affiliations and awards, prevents mistaken identity cases, enables the management of available scientific and personal information, facilitates the recognition of you and your work in the academic environment. It is a free and easy to use life-long digital identification. The main aim of ORCID is to simplify the transition of science to e-science and make the access to information and communication among authors easier given a growing body of published scientific and professional literature.