INSTRUCTIONS FOR THE PREPARATION OF 250 word ABSTRACT SUMMARY

For English spelling, use the Concise Oxford Dictionary or The Oxford Dictionary for Writers and Editors. Note, however, the following:

Use "ise" not "ize" spellings.

Underlining/Italic Type

Underlining or italic type may be used to stress words or phrases.
Capitals

Use capitals for proper names, titles, geographical names, trade names.
Hyphens

Hyphens are most often used in compound adjectives, e.g. well-prepared lecture, up-to-date report. This is extremely important when confusion may be caused if there are no hyphens: compare "three-day old kittens" with "three day-old kittens".

Abbreviations and Contractions

Abbreviations not in common use should be spelled out in full the first time they occur in a typescript.
Examples: Greenwich Mean Time (GMT).

Short names (of countries, institutions, honours) and well-known acronyms are abbreviated without full stops and without space between the letters.
Examples: USA, UK, PM (Prime Minister), ESR, WBC, FRS, BA

Contractions (the last letter of the word is included) do not have a full stop.
Examples: Ltd, Mr, Dr, Mrs, Ms, St (Saint). This also applies to scientific terms (see under Measurements and Units) and chemical elements (see section on Chemistry).

ILLUSTRATIONS

In the short abstract illustrations are not acceptable in any form.

TABLES

In the short abstract tables are not acceptable in any form.

SCIENTIFIC TERMINOLOGY

Numbers should be set out as follows: <u>one</u> to <u>nine</u> in words (but with unit use numerals - 1 g, 5 kHz etc);

10, 100, 1000 (no comma), 10 000 (thin space, no comma);

1 000 000 or one million;

$16 (not $16.00), $5.45;

Decimals:

6.9 (point on line), 0.78 (not 78), 1.5), 20 g (not 20.0 g);

one-half, three-quarters (in text only);

20% (not "percent" in words, unless the number is also written in full at the beginning of a sentence);

When a sentence begins with a number, write it out in full (e.g. "Eighty-five percent"). If this is difficult try to rewrite the sentence.

Measurements and Units

Measurements and units should be in metric SI units with their proper abbreviations. The basic SI units are:

Length: metre (m)   Time: second (s)
Mass: Kilogram (kg)   Temperature: Celsius (C)

Note especially the following SI units and abbreviations:

Force: Newton (N), not jg force
Work and energy of any kind: joule (J), not erg
Power of any kind: watt (W) Voltage: (V)
Light flux: lumen (lm)   Radioactivity: curie (Ci)

Note the abbreviations for minute (min), hour (h) and litre (1 not L), and especially microgram (ug) and microlitre (ul). For cubic centimetres, use cm3 and for liquid measures ml (not cc or c.c.). There are no full stops or plurals when the official abbreviations are used. The prefixes k, mu, u, n and p should be used where appropriate. It is preferable to avoid non-metric units, but if essential they may be used in parentheses after the proper SI unit. Measurements of blood pressure should be in mmHg.

Chemistry

Text: Elements do not have a full stop after the abbreviation - e.g. Fe (iron), K (potassium), Cu (copper), Ag (silver).

Biology

The Latin names of organisms should be underlined, or set in italics if available. At the first mention, they should appear in full, with the generic name with an initial capital - e.g. Escherichia coli. Thereafter the generic name may be abbreviated to an initial capital letter - E. Coli - as long as there is no confusion with another organism.

Symbols, Greek letters and simple formatting

These can be added in the abstract text using HTML mark up language or special character codes. For example:
- bold is rendered as **bold**
- <i>italic</i> is rendered as *italic*
- ^{super}script is rendered as ^{super}script
- _{sub}script is rendered as $_{sub}$script
- < or > for < (less than) or > (greater than)
- and see the ISO-8859-1 Latin Character Set for other characters
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Do not paste entire HTML documents into the text box as this duplicates <head> tags etc. which can confuse some browsers, and puts in unnecessary and usually undesirable tags from e.g. Word.

Special Characters: Some characters cannot be entered into HTML directly as they are used to mark tags etc. Use the ISO-8859-1 Latin Character Set to check for characters which must be entered using either an entity reference (e.g. **<** for the "less than" sign <) or numerical code (e.g. **<** for the "less than" sign <).

Some commonly used special characters and their codes are listed here:			
Characte r	Numerical Reference	Entity Reference	Description
"	"	"	double quotation mark
&	&	&	ampersand
<	<	<	less than
>	>	>	greater than
			non-breaking (hard) space
©	©	©	copyright

®	®	®	registered trade mark
°	°	°	degree
±	±	±	plus or minus
µ	µ	µ	micro (Greek mu)