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Instructions for Preparing a Medinfo 2013 Paper ← 14pt, bold

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Abstract ← 10pt, Times bold

The abstract should be clear, descriptive and 125 to 175 words in length. It should provide a brief introduction to the problem. This should generally be followed by a statement regarding the methodology and a brief summary of results. The abstract should end with a comment on the significance of the results or a brief conclusion. Abstracts are written in 10 pt Times Italic.

Keywords¹: ← 10pt, Times italics

Instructions for a Medinfo paper, Medinfo 2013.

Introduction ← 12pt, Times bold

This author kit is designed to assist you in preparing your submission for a Full, Vision, or Student Paper. It is an exact representation of the format expected by the editor. A template in Microsoft Word is available on the Medinfo 2013 World Wide Web server at <http://www.medinfo2013.dk>. This example provides all the information you require to comply with the Medinfo 2013 submission standards for papers.

The official language of the Medinfo 2013 Congress in Copenhagen, Denmark is English. Values should be in *International System* units.

To ensure that the greatest opportunity for participation in Medinfo 2013 is made available to researchers and institutions, authors may appear in multiple submissions but may have only ONE submission per category considered where they are the primary or first author.

Materials and Methods ← 12pt, Times bold

General Organization of the Paper ← 10pt, Times bold

If selected, your paper will be published as part of the Proceedings of the 14th World Congress on Medical and Health Informatics.

Manuscript content should, in general, be organized in the following order.

Abstract
Key words
Introduction
Methods
Results
Discussion

Conclusion

Acknowledgments

References

Address for correspondence

Keywords

Keywords are crucial to the appropriate indexing of the Congress proceedings in the MEDLINE database. For this reason keywords should, preferably, be drawn from the MeSH thesaurus.

Document length restrictions

Papers accepted for oral presentation are limited to five pages of two-column format as in this document. **Papers exceeding five pages will be rejected without review.** Papers accepted for poster presentations are limited to one page in the same two-column format.

Document format ← 10pt, Times bold

Font and Spacing ← 10pt, Times italics

The font used throughout the paper is Times. The paper size is A4 (i.e., 210 x 297mm) (US authors please take note), two-column format with a 1cm margin at the top, a 1cm margin at the bottom, 1cm margins on the left and right with a 1cm space between the two columns. Lines are single spaced, justified. If the last page of your paper consists of less than two full columns then divide the text into two columns of equal length. In Word, inserting a break of type 'continuous' after the last column of text will balance the text of the last page equally between two columns.

Paper Title

The title of the paper should be in 14 pt bold and be centered over both columns; the title should have 60 pts space above (2 cm) and 12 pts below.

Authors

Author names should be in 12 pt bold with 12 pts above and 12 pts below. Given names should precede the family name. Indexes to author addresses are superscript, sequential alphabetical lettering commencing at a (a, b, c....)

Author affiliations

Author affiliations should be in 10 pt italic with regular line spacing. The body of the text should commence 2 lines below the last address (24 pts). The address for correspondence for the main author is to be included at the end of the paper following the references.

¹ Keywords should, preferably, be drawn from the MeSH thesaurus

Headings

Three levels of heading are allowed as follows:

- Level 1 (Heading1 format) - 12pt, Times bold, left justified
- Level 2 (Heading2 format) - 10pt, Times bold, left justified
- Level 3 (Heading3 format) - 10pt, Times bold italic, left justified

A column or page break should never separate a heading from its subheading or first line of subsequent body text. In Word, use the 'Keep with next' option for paragraph formatting of heading styles (as is done in this document).

Bullets

There are two levels of allowed bulleting:

- This the first bullet level
 - This is a subbullet level

Enumerated lists

Lists are sequentially numbers as follows:

1. Spacing before is 3pt
2. Spacing after is 3pt

Tables

Tables are sequentially numbered in numeric fashion with the table title and number above the table. Tables should be centered in the column OR on the page. Tables should be followed by a line space (12pt). Elements of a table should be single spaced, however double spacing can be used to show groupings of data or to separate parts of the table. Table column headings should be in 10pt bold. Tables are referred to in the text by the table number as shown in Table 1.

Table 1 - Formatting rules

Object	Font	Align	Space above	Space below
Title	14pt bold	centered	60pt	12pt
Author(s)	12pt bold	centered	12pt	12pt
Addresses	10pt italics	centered	0pt	0pt
Heading1	12pt bold	left	12pt	12pt
Heading2	10pt bold	left	6pt	6pt
Heading3	10pt bold italics	left	3pt	3pt
Body	10pt	justified	3pt	3pt
Bullet	10pt	justified	3pt	3pt
Table title	10pt italics	centered	12pt	6pt
Figure title	10pt italics	centered	6pt	12pt

Body text

The body of the text of the submission is a set of body text paragraphs defined as follows:

- 10pt Times font

- Single space, defined as 12pt
- Spacing before is 3pt
- Spacing after is 3pt

There is no indentation for the first line of a paragraph

Figures

Figures are sequentially numbered in numeric fashion commencing at 1 with the figure title and number below the figure as shown in Figure 1. Detailed recommendations for figures are as follows:

- Ensure that figures are clear and legible
- If a figure spans two columns it should be placed at the top or bottom of a page.
- Hardcopy illustrations should, preferably, be scanned and included in the electronic version of the submission in an appropriate format as follows.
 - BMP - Microsoft bitmap file
 - WMF - Windows Metafile Format
 - EPS - Encapsulated Postscript
 - JPG - JPEG file
 - GIF - Graphics Interchange Format
 - TIFF – Tag Image File Format
- The following included files are permissible
 - Microsoft PowerPoint
 - Microsoft Draw
 - Adobe FrameMaker Graph
 - Macintosh PICT

Figure 1 shows an included Microsoft Draw object.

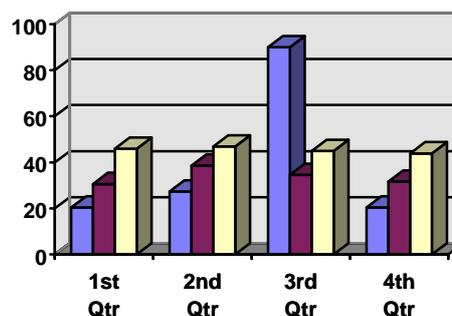


Figure 1- Medinfo 2013 paper submissions

In Figure 2 is an example of an included JPEG Image file.



Figure 2 - The official Medinfo 2013 logo

Equations

Equations should be numbered serially at the right-hand side in parentheses as shown in Equation (1).

$$(Paper) \sum_0^n Author \equiv Accept \quad (1)$$

Footnotes

Footnotes should be in 9pt Times and placed at the bottom of the column in which they appear². Footnotes should be used sparingly. Footnote numbers in text should be in superscript.

References

All publications cited in the text should be included in a list of references following the text of the manuscript. References are sequentially numbered as they appear in the text. Reference numbers are indicated in square brackets.

Recommendations for references are:

- Use Vancouver style as provided for by Index Medicus.
- Include ALL authors, not only the first three followed by *et al.*, for multiple author papers.
- The internationally recognised abbreviated title of journals is in 10pt, Times italics.
- For papers with multiple authors, there is no punctuation between the surname and given name within each of the authors. There is a comma following the given name of one author and the surname of the next author listed. For an example, see the references listing at the end of this document.
- When referencing in the body of text, use 10pt Times in square brackets.
- Types of references are as follows
 - For a standard reference see [1]
 - For a paper in a collection see [2]
 - Books should be referenced as per [3] where the book title appears in Italics.

When preparing your reference list the following errors should be avoided:

- including references not cited in the text,
- excessively referencing your own work,
- insufficiently referencing the work of others, and
- including references where you are not in possession of a copy of the reference.

Correct use of English

The text of submitted papers should be fully correct with respect to use of the English language. Authors should ensure correctness of grammar, spelling and punctuation. Poor quality of expression can confound the refereeing process by confusing and fatiguing reviewers. Moreover, authors of accepted papers will be pursued by the Editorial Committee to provide a fully correct paper prior to publication. Failure to make corrections could lead to the omission of the paper from the Congress proceedings.

Authors may find style guides to be useful in achieving correctness, and also for improving the conciseness and overall readability of work – see [4] and, more comprehensively, [5]. Authors from non-English speaking backgrounds should be particularly attentive to issues of document correctness and quality of expression. Consider employing the services of a professional proofreader: <http://tinyurl.com/6vos23c>

Results ← 12 pt, Times Bold

Evaluation of papers

All papers will be reviewed by at least 2 independent reviewers and a member of the Scientific Program Committee.

Deadlines

Papers conforming to these guidelines must be submitted electronically through the Medinfo 2013 Web site by Monday, December 10, 2012. **Submissions that do not adhere to the formatting instructions will be rejected without review.**

First authors of submissions will be notified by Mid-March 2013 of acceptance or rejection.

Papers should be prepared as Microsoft Word .doc files (and NOT as pdf files) and should be submitted online according to the instructions available on the Medinfo 2013 web site at:

<http://www.medinfo2013.dk/>

Publication

Papers will be published electronically in the online proceedings. Summary information will be readily available on the Internet. Published papers for Medinfo 2013 will be indexed in the MEDLINE database.

Acknowledgments

Remember to thank those that have supported you and your work.

References ← 12pt, Times bold

- [1] Fetter RB, Shin Y, Freeman JL, Averill RF, and Thompson JD. Casemix definition by diagnosis-related groups. *Med Care* 1980; 18 (2 Suppl): 1-53.
- [2] Zadeh LA. Is probability theory sufficient for dealing with uncertainty in AI: a negative view. In: Kanal LN and Lemmer JF, eds. *Uncertainty in Artificial Intelligence*. Amsterdam: Elsevier, 1986; pp. 103-16.
- [3] Weed L. *Medical Records, Medical Education and Patient Care*. 2nd ed. Cleveland: Case Western Reserve University Press, 1971.
- [4] Strunk W, White EB, and Angell R., *Elements of Style*. 4th ed. New York: Allyn & Bacon, 1999.
- [5] University of Chicago Press Staff. *The Chicago Manual of Style*. 15th ed. Chicago: University of Chicago Press, 2003.

Address for correspondence ← 10pt, Times bold

Lead author contact details go here ← 9pt, Times

² This a footnote