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

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Abstract and Objective ← 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 poster, Medinfo 2013.

Introduction

This author kit is designed to assist you in preparing your submission. 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 posters.

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.

Methods ← 12pt, Times bold

General Organization of the Poster ← 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.

Poster manuscript content should be precise and be organized in the following order.

Abstract / Objective
Key words
Methods
Results
Conclusion

Keywords

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

Document length restrictions

Poster submissions accepted for poster presentation are limited to **one page** of two-column format as in this document. Even though this template exceeds one page – the poster submission is **NOT to exceed one page**.

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.

Poster 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.

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

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

- There is no indentation for the first line of a paragraph

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.

Correct use of English

The text of submitted posters 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 posters will be pursued by the Editorial Committee to provide a fully correct one-page 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. Authors from non-English speaking backgrounds should be particularly attentive to issues of document correctness and quality of expression. Consider employing a professional proofreader: <http://tinyurl.com/6vos23c>

Results ← 12 pt, Times Bold

Evaluation of posters

All posters will be reviewed by at least 2 independent reviewers and a member of the Scientific Program Committee. Evaluation criteria include:

1. Topic's importance to Health and Biomedical Informatics:
2. Scientific and/or practical impact to the topic
3. Quality of scientific and/or technical content
4. Originality and innovativeness
5. Coverage of related literature
6. Organisation and clarity of presentation:

Deadlines

Posters 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 poster submissions will be notified by Mid-March 2013 of acceptance or rejection.

Poster submissions 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

Posters submissions will be published electronically in the online proceedings. Summary information will be readily available on the Internet. Published posters for Medinfo2013 will be indexed in the MEDLINE database.

² This a footnote