Cameroonian Society of Ophthalmology (CSO)

Scientific committee

Instructions to authors and presenter guidelines

I. Instructions to authors

a. General information

a. Authors must register for the congress by paying the appropriate registration fee before the deadline of 31st December 2018. Registration after this date will have a penalty of 25% of the registration fee.

b. Ensure the approval of ALL co-authors before including their names in the abstract.

c. Abstracts submitted to the scientific committee can either be in English or French.

d. Individuals can submit a maximum of five abstracts. The scientific committee will select only those that meet standard.

e. If an abstract is accepted, the CSO has the right to publish the abstract in printed and/or electronic formats.

f. The CSO will correspond only with the presenting author, even if he or she is not the submitting author. Ensure the appropriate email address is provided.

g. The Presenting Author is the only author that may request a presenter change. The substitute presenter must be a co-author.

h. The deadline for abstract submission is the 30th of December of each year.

i. The scientific committee will review abstracts for their scientific and editorial quality, their pertinence in relation to the theme of the congress.

j. The corresponding author will be notified in case of any corrections.

k. Corrected abstracts can be re-submitted within a week at most following notification.

l. Abstracts will be rejected if:
   1. It is not original research.
   2. Its contents are plagiarized.

3. Its methodology is inadequate.
4. The conclusions are inappropriate.
5. Ethical consideration is not respected.
6. Presenters will be notified of the decision taken by the scientific committee at most 2 weeks before the congress (latest 15th January).

b. Modes of presentation

At the time of submission, author should indicate the preferred mode of presentation.

   i. Oral presentations

  ii. Posters or e-presentations

 iii. Videos

The scientific committee reserves the right to attribute a mode different from that solicited by the author.

II. <u>**Guidelines for writing abstracts**</u>

a. Abstracts should respect the following norms

   i. Title: a maximum of 30 words (followed by a translation in the second language)

  ii. Names: the surname should be capitalized, followed by the initials of the given names. The city and country of each author should be put in brackets after the names. The names of authors should be separated by a comma and a full stop should be put after the name of the last author. The name of the presenting author should be in bold. See the following example:

      KOKI G (Douala- Cameroun), EPEE E (Yaounde- Cameroon), DOHVOMA A (Yaounde- Cameroon), MVILONGO C (Yaoundé Cameroun).

 iii. Email address and phone number of the corresponding author should be indicated

 iv. The body of the abstract should contain a maximum of 250 words for structured abstracts and 150 words for non-structured abstracts.

  v. Font should be Arial, Calibri or Times New Roman.

 vi. Spacing should be 1.15

 vii. Keywords: minimum of 2 and a maximum of 5

viii.   The body should comprise:

1. For original articles: Introduction, Methodology, Results, Conclusion, Keywords.
2. For case series or case reports: Introduction, Case report(s), Conclusion, Keywords.
3. For video presentations: Objective, Summary of the content.

NB: do not include references, tables, figures or any illustrations.

III.   <u>Presenter guidelines</u>

a. Oral presentation

i.   Maximum duration: 8 minutes

ii.   Presentations should be in PowerPoint format, compatible with PC (you will not be allowed to use your computer for presentation)

iii.   Simple sans-serif fonts are preferable. Use a maximum of 3 font types. Avoid using italics.

iv.   Minimal font size of 24

v.   Aspect ratio of 4:3

vi.   PowerPoint 2016 and older versions will be accepted

vii.   Save your presentation in the .pptx format for better compatibility.

viii.   Insert pictures into the slide using the "insert" function. Photographs should be in jpeg format.

ix.   Videos should be limited to 1G and .mp4 and .wmv are preferred formats.

x.   The organising committee will provide computers, projectors and pointers in all presentation rooms.

xi.   Presenting authors must send their presentations by mail 2 days before the congress or bring it to the congress at most 2 hours before their session in a new USB key.

xii.   The second slide should present any conflict of interest or financial conflict.

b. Poster presentation

- **Printed poster**
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  i. Should present an original research or a case report including the management.
  ii. The poster should be the exact copy of the accepted abstract.

  iii. Paper size: A0

  iv. Orientation: landscape

  v. Posters will be put up by their authors at the space provided by the organizing committee. They will stay up during the entire congress. The authors will be call upon at the appropriate time to stand by their posters for presentation/discussions.

- **E-presentation**
  i. A PowerPoint presentation of a maximum of 10 slides.

c. Video presentation
  i. In English or French, on a flash drive

  ii. Maximum duration: 10 minutes.

  iii. Maximum size (inclusive of sound and image): 1G