



XXXI. Annual Congress  
of the European Society for Artificial Organs  
September 8<sup>th</sup> – 11<sup>th</sup>, 2004  
WARSAW – POLAND

## ABSTRACT PREPARATION GUIDELINES

### General

- Use Microsoft Word 2000 or XP (RTF or DOC file type).
- A sample document and an abstract template can be downloaded from the Congress Website: <http://www.ibib.waw.pl/esao2004>.
- Use 11 pts. Arial or Helvetica font (abstract will be reduced by 30%, therefore avoid smaller fonts!).
- Use single line spacing in your abstract.
- The abstract has to fit into a box of 12 cm / 4.7 in. width and 14 cm / 5.5 in. height. For paper format A4 portrait, use the following margins: top 2.0 cm, bottom 12.6 cm, left 4.3 cm, right 4.4 cm. For paper format US Letter, use margins of: top 1.0 in., bottom 4.2 in., left / right 1.84 in.
- Your abstract should contain not more than 1800 characters including all letters, spaces and punctuation marks. This number does not include title, authors and affiliations.

### Title (one paragraph)

- Type title in bold capitals using standard font (11 pts. Arial or Helvetica).

### Authors (one paragraph)

- Type authors using standard font (11pts. Arial or Helvetica).
- Use initials for first and middle name of every author.
- Underline the name of the presenting author.
- Use numerical superscripts to mark authors having different affiliations.

### Affiliations

- List all institutions with city and country at the end.
- After the *Affiliations* paragraph leave one blank line.

### Text

- Structure: Background / Aim – Methods – Results – Summary / Conclusion(s).
- Each section should start in a new paragraph, with leading section title in bold followed by a colon.
- Text should be block aligned (justified).
- Figures, images and graphs are not acceptable within the abstract.
- Simple tables are acceptable within the abstract.
- Use standard abbreviations. Explain unusual abbreviations.

### Exemplary abstract

#### **EXEMPLARY TITLE OF AN ABSTRACT, WRITTEN IN BOLD CAPITALS USING 11 POINTS ARIAL FONT**

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**Aim:** ...

**Methods:** ...

**Results:** ...

**Conclusion(s):** ...

**The deadline for abstract submission (date of receipt) is April 15<sup>th</sup>, 2004.**

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