



HOWRAH TOWN DIABETES STUDY SOCIETY

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Abstract Preparation/Submission Guideline Instructions

Language: Abstract must be typed and presented in English.

Topic: Ensure that you select the MOST relevant topic that BEST describes the content of your abstract.

Abstract title: The title is limited to 120 characters including spaces and should be brief and relevant. Special characters should NOT be used in your title but spelt out instead (e.g. α should be written as alpha, β as beta). Only use standard abbreviations and generic drug names in the title.

Presenting Authors Details: The presenting author's name must be underlined.

- The presenting author's name, institution, address, telephone and email address must be provided.
- Presenting authors must be registered for the conference. Only Registered delegates will be allowed to present.
- Author should have a minimum medical degree MBBS.

Co-Authors: Maximum 8 authors and/or study groups can be listed in a single abstract. Only one institution can be entered per author.

Abstract body: The abstract structure is laid out under the headings Objective, Materials and methods, Results, Conclusion.

- **Objectives:** State the main objective of the study
- **Materials and methods:** Briefly describe the design of the study and how it was conducted
- **Results:** Present the main results with appropriate statistics
- **Conclusion:** Limit the conclusions to those that are directly supported by the results.

Points to be noted:

- The length of the abstract is limited to 2100 characters with spaces. Only the abstract body and any inserted tables count towards this word limit. The word count displayed beneath the submission field is final and indisputable.
- Only commonly accepted abbreviations should be used (e.g. GDM, BMI, DM). Treatment groups or drug names should NOT be abbreviated. Less widely recognized abbreviations may be used if introduced on first usage (e.g. ambulatory blood pressure monitoring, ABPM).

- Only approved and generic (non-proprietary) drug names should be used.
- Do NOT enter the title, authors, or grant information into the abstract body, but you can include up to three references at the end of the abstract. References need to be numbered (reference number in square brackets) and must have a matching citation number (citation number in square brackets).
- 10 best articles authors will be allowed for oral presentation.
- There will be Token prizes for First 3 ranked candidates.

Selection and notification process

Types Of accepted Poster:

1. ***Oral Presentation:*** You should prepare your presentation for 5 minutes, followed by 2 minutes of discussion.
2. ***Poster presentation:*** Accepted posters will be displayed in the conference designated area.

Selection: All submitted abstracts undergo a review process by the Programme Committee. Accepted abstracts are selected for oral poster presentation or e-poster gallery display. The Programme Committee reserves the right to accept or reject any submitted abstract and re-categories any accepted abstract. The decision of the Programme Committee is final and irrevocable.

Your abstract will be scored on the following criteria:

- Scientific merit of the abstract.
- Adequate sample size and proper statistical analysis.
- Adherence to instructions, and
- Originality of work

Right to Publish: By submitting the abstracts, the authors also grant the organizing committee the right to publish the abstract in the conference proceedings/Journal in both print and electronic form.

Deadline: All abstract must be received by **5th September, 2026**.

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