

PPN2016 – YSS, 15-17 September 2016 Wroclaw, Poland

Guidelines for abstracts submission and presentations

The official language of the symposium is English. No translations will be provided. All conference materials, submission and registration form must be exclusively in the English language.

The organizers encourage the authors who are not proficient in English to seek assistance from a native English speaker.

We welcome abstracts for either oral or poster presentation consideration. Submission of your scientific work is very important for the success of the PNP2016 meeting.

Each registered participant can submit maximum two abstracts, only one of which can be for oral presentation. The 'silent poster' option entitles to submission of **one** abstract only. Abstract template (.docx and .odt) is available for download from the Symposium web page <http://www.ppn.umed.wroc.pl>.

Please send the registration form and the abstract to the Symposium e-mail ppn2016@mailplus.pl. The forms in the PDF .docx and .odt formats can be downloaded from **the website: <http://www.ppn.umed.wroc.pl>**. The completed registration is obligatory for abstract acceptance.

Instructions for abstracts

Abstracts have to be prepared in any of the popular text editors. However, the submission format must be MSWord or Open Office documents (.doc, .docx or .odt extensions). PDF files can be only accepted if the full access to the text and file modifications is enabled. The authors bear the sole responsibility for any conversion problems with their submissions. Please, strictly follow the guidelines with respect to page size and orientation, margins, text font and size, alignment and length of the abstract. **Do not** use automatic bulleting or numbered lists. **Do not** include hyperlinks. **Do not** use automatic 'add space after' or 'add space before paragraph' function in MSWord.

All Latin names (e.g. binomials) of living organisms must be italicized as well as Latin expressions commonly used in Life Sciences such as '*in vitro*', '*in situ*', '*per os*' etc. Any figures (like graphs or chemical structures) must be embedded in the text as JPEG images. Tables are **not** permitted. Using extensive citations and references is **not recommended** in the abstract, unless absolutely necessary.

The length of the abstract text **must not** exceed 400 words (use automatic word count function of a text editor before submitting the abstract). The word count limit **includes** all text, also references, acknowledgements and section titles, but **does not** include an abstract title, authors names, and affiliations. However, the entire abstract must fit into the A5 page size with the margins set to 15 mm all round.

The title **must not** exceed two lines. The co-authors number should be kept to the minimum, usually we would discourage sending abstracts with more than ten co-authors. The name of presenting author must be underlined. It is not required that first author presents the work. Multiple affiliations should be indicated by superscript uppercase letter before each author's and institution's name.

The font must be Times New Roman, single line spacing. Font size must be as follows:

Title of an abstract: Font size 12, bold. Centered.

Please, insert an empty line (size 10) before the authors' names.

Authors: Font size 10, normal style, centered. Use full given names and surnames, and middle initials without a dot. **Do not** include any academic degrees or titles (such as Dr., Prof., PhD, MPharm etc).

Affiliations: Font size 8. Centered. Use English names of Institutions, but do not translate street addresses and city names (for example, **do use** ul. Borowska and **NOT** Borowska Str., and Warszawa, not Warsaw). For countries where non-Latin alphabets are used, use Latin transliteration.

Corresponding author must provide an e-mail address.

Please, insert an empty line (size 10) before the abstract text.

Main text: Use normal font of size 10. Fully justified. The text can be divided into sections such as: “Aim of study”, “Methods”, “Results”, and “Conclusions”, but it is not mandatory.

Please, use the following file name of each abstract: **PPN2016-Abstract1-yoursurname**

Deadline for abstract submission is **July 5th 2016**. No abstracts will be accepted after the deadline. Notification of abstract acceptance will be sent to registered participants usually within two weeks from the day of registration. If you need a faster decision, please let us know via e-mail (ppn2016@mailplus.pl). Selection as either oral or poster presentation will be made before July 31st. Preference for oral presentations (a limited number) will be given to early stage researchers and to the scientifically sound, novel and complete studies.

Poster session

Each poster session is ninety minutes in length. During that time authors should be available to answer questions, expand on the presented material and take part in discussions. Abstracts scheduled for poster session presentation will be grouped by topic. Posters promoting marketing and sales of products will not be accepted for display. You will be notified about the session you are scheduled for via email. For timetable, check the meeting program online.

Oral presentations

Oral presentations must not exceed 15 minutes (plus 2-3 minutes for questions and discussion). A PC computer with PowerPoint 2013 and a recent edition of LibreOffice Impress (a PDF-based presentation is also acceptable) will be available during all sessions.

Silent posters

For Participants from overseas or others who couldn't attend in person, there is a 'silent poster' option to choose. Included in the registration fee will be a possibility to print out the submitted poster file (PDF, formatted to the A1 paper size – see below) and have it displayed during the respective poster session. Moreover, we can print out color miniatures (A4 paper size) as handouts accompanying the poster. The abstract will be included in the Abstract Book and the link to the poster file will be activated on our website during the conference. The conference materials (program, Abstract Book, certificate of participation) will be also sent by mail to the Participant's address.

If you are submitting a poster abstract, please be aware of the following guidelines:

The absolute maximum poster size is **B1 size (707 x 1000 mm/27.8 x 39.4 in)**. The most common and recommended poster sizes that will be displayed at the symposium are between B1 (see above) and **A1 (594 x 841 mm/23.4 x 33.1 in)**. Any poster exceeding the maximum size limitation will not fit on the display boards and may not be allowed to be presented at the poster session.

Posters should be mounted on assigned boards. Locate your poster number in the meeting program. Your poster number will be posted on your board prior to setup. Poster pins will be available at the registration desk. Availability of hand-out materials and photocopies of the abstract are helpful.

Type should be easily legible at a distance of several feet. Figure legends are essential and should be short but informative. Please do not write, draw or paste on the poster boards.

Call for full papers

All registered participants would have an opportunity to submit full texts of their presentations to a special post-conference section within future issues of *Acta Poloniae Pharmaceutica – Drug Research* (Thomson Reuters IF 2014 = 0.74).

All submissions must be prepared according to the journal requirements and will be subject to full peer review including preliminary qualification by the Scientific Committee. The manuscripts should be sent directly to the PPN Organizers (ppn2016@mailplus.pl) before the deadline which is on 31st October 2016. Expected publication time will be first half of 2017.

At the moment, we are also negotiating with two other JCR indexed journals in the area of plant biology and food science. The current news on that will be posted on the PPN2016 website. The submission guidelines will be depending on each affiliated journal requirements.