

## INFORMATION AND INSTRUCTIONS ON ABSTRACT SUBMISSIONS

### **Policies Governing Accepted Applications:**

1. Free paper presentation and poster presentation opens to all Orthopaedic Surgeons and Residents/Fellows as well as associate members of HKSSH.
2. The material submitted must not have been published or presented at any national or international meeting before this one.
3. Applications must be submitted on-line by **31<sup>st</sup> December, 2009** to be eligible for review by the Program Committee.
4. Submission of a corrected abstract is not allowed after **31<sup>st</sup> December, 2009**.
5. An orthopaedic surgeon, resident/fellow and/or associate member of HKSSH must be listed as one of the authors.
6. Once an abstract is accepted, additional authors cannot be added.
7. Notification of acceptance or rejection and all future correspondence will be mailed to the Primary Author from the HKSSH Central Office in **January 2010**.
8. **REGISTRATION FEES:** All presenters must register for the meeting.
9. The HKSSH Program committee reserves the right to withdraw a presentation at any time.

### **Instructions to complete abstract application**

**TITLE:** Make the title brief and clearly indicate the nature of the study/procedure.

**AUTHOR INFORMATION:** Indicate your name, mailing address, email address, telephone number, fax, degree, and the institution where the work was done. Also, include the name, mailing address, telephone number, email address and degrees of all co-author(s).

**CONTENT:** The abstract must include four parts: **INTRODUCTION** should clearly state the problem and the purpose of the study; **METHODS** should provide a description of what was actually done; **RESULTS** should contain the findings of the study; **DISCUSSION AND CONCLUSION** should be based upon the findings and relate to the stated purpose of the study and existing knowledge. Provide specific details about your research/study. **DO NOT list any author's name or institution in the abstract.**

**LENGTH:** Do not exceed the word limit (250-400 words). Provide as much information as word limit permits. Additional pages will not be accepted.

**TYPE:** Standard 12 pt. Times New Roman is required for all abstract submissions. Abstracts are to be single spaced. Use English only.

**STYLE:** Use initial capitalization for the entire title: **DO NOT** include titles, appointments or addresses in the abstract. **DO NOT** use subtitles. Use the following headings at the start of each part: **Introduction, Methods, Results,**

**Discussion and Conclusion.** Standard abbreviations may be used, when necessary. Nonproprietary (generic) names of drugs are required and should be written in lower case. Proprietary names are capitalized. **No graphs, tables, photographs, or slide presentations can be accepted.** Do not cite references. Omit P values. No reference is to be made in your text as to authors, institutions, clinics or specific manufacturers. Submit the form, completed in full. Please check your work prior to submission. The Hong Kong Society for Surgery of the Hand is not responsible for proofreading or accuracy.

**Submission of abstract**

All abstract should be submitted as soft copy in the form of MS Word 2003 (.doc) file to the following E-mail address:

**e-mail address: [tse@ort.cuhk.edu.hk](mailto:tse@ort.cuhk.edu.hk)**

Dr. Tse Wing Lim, Secretary of Hong Kong Society for Surgery of the Hand  
The abstract submission deadline for HKSSH 23rd Annual congress is **31<sup>st</sup> December, 2009.**