INFORMATION AND INSTRUCTIONS ON ABSTRACT SUBMISSIONS

Policies Governing Accepted Applications:

1. Free paper presentations are open to all Orthopaedic Surgeons and Residents/Fellows, HKSSH members as well as associate members of HKSSH.
2. The material submitted must be fresh and original, not having been published or presented in any other national or international meetings beforehand.
3. Applications must be submitted on-line by **31st December, 2011** to be eligible for review by the Program Committee.
4. Submission of a revised abstract is not allowed after **31st December, 2011**.
5. At least one orthopaedic surgeon, resident/fellow, HKSSH member and/or associate member of HKSSH must be listed in the authorship.
6. Once an abstract is accepted, no additional authors can be appended.
7. Notification of acceptance or rejection and all future correspondence will be mailed to the *primary author* from the HKSSH Central Office in **January 2012**.
8. All presenters must be registered in the congress. The *registration fees* are applied without exception.
9. The HKSSH Program Committee reserves the right to withdraw a presentation at any time.

Instructions to complete abstract application

LANGUAGE: Only material in English would be accepted.

FORMAT: Standardized text format as the follows. **No graphs, tables, photographs, or slide presentations should appear in the abstract.**

TITLE: Have a concise title, and clearly indicate the nature of the study/procedure. Use initial capitalization for the words of the title. DO NOT use subtitles.

AUTHOR INFORMATION: Indicate your name, mailing address, email address, telephone number, fax, qualification, and the institution where the work was done. For the co-author(s) please also include their name, mailing address, telephone number, email address and qualifications.

CONTENT: Please provide the specific details about your study and use these standardized subheadings at the start of each paragraph:

- ☐ **INTRODUCTION** should clearly state the problem and the purpose of the study
- ☐ **METHOD** should describe the design & procedure of the study
- ☐ **RESULT** should contain the factual findings of the study
- ☐ **DISCUSSION AND CONCLUSION** should be based upon the findings, and correlate with the stated purpose of the study and existing knowledge.

Omit the P values. There is no need to cite the references. No advertisement is allowed, and **avoid mentioning any name of the author/institution/clinic/manufacturer in the main text of the abstract.**

LENGTH: Abstracts should have an appropriate length of 250-400 words. Do not exceed the word limit (*400 words*). Additional pages are not accepted.

FONT & SIZE: *Standard 12 pt. Times New Roman* is required for all abstract submissions.

Abstracts are to be single spaced.
TERMINOLOGY: Standard abbreviations may be used, if necessary. Nonproprietary (generic) names of drugs are preferred to proprietary names and should be written in lower case. Proprietary names are otherwise capitalized.

REMINDER: Please proofread your own work prior to submission, for the Hong Kong Society for Surgery of the Hand does **NOT** hold the responsibility to check its accuracy.

Submission of abstract

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

E-mail address: hkwonghk@yahoo.com

Dr. WONG Hin Keung, Honorary Secretary of Hong Kong Society for Surgery of the Hand.

The deadline for abstract submission for the HKSSH 25th Annual Congress is **31st December, 2011.**