Sri Lanka College of Dermatology and Aesthetic Medicine

31ST ANNUAL ACADEMIC SESSIONS – 2027

Cinnamon Life at City of Dreams, Colombo, Sri Lanka

March 11-13, 2027

GUIDELINES ON ABSTRACT FORMATTING & SUBMISSION

Last updated on Nov 17, 2026

Guidelines on Submission

ABSTRACT FILE FORMAT

- Must be in the Microsoft Word (.docx) file format.

TITLE

- Maximum 125 characters.
- Should be as brief as possible but long enough to clearly indicate the nature of the study.
- Abbreviations must not be used in the title.

AUTHORS

- Names should appear with Surname followed by the initials (E.g. Smith AB).

WORD LIMIT

- Maximum 300 words (Excluding Title, Author Names, Affiliations, and Acknowledgements).

STRUCTURE & SUB-HEADINGS

- FOR RESEARCH/ AUDITS/ COMMUNITY WORK
  - Introduction
  - Objectives
  - Methodology
  - Results
  - Conclusions
- FOR CASE REPORTS
  - Introduction
  - Case Presentation
  - Discussion

PREVIOUS PUBLICATIONS

- Previous presentations/ publication of the work does not disqualify a paper, but this must be clearly stated when submitting.

SUCCESSFUL SUBMISSIONS

- Successful submissions will be acknowledged by email to the corresponding author.
- All further correspondence will also be via emails, therefore, ensure you provide a valid email address.

REGISTRATION

- The author is expected to complete the registration and payments within two weeks of notification of the acceptance.
- Failure to do so will automatically remove the abstract from the abstract E book and e-posters.

EVALUATION

- The evaluation of the abstract (acceptance or rejection) will be done following a number of criteria, including
  - Is the content interesting, informative, novel or important?
  - Are the methods valid, the results relevant and the conclusions justified by the data?
  - Are the data presented with clarity and with appropriate structure?

MODE OF PRESENTATION

- The Scientific Committee will decide on the mode of presentation and that will be informed with the acceptance of the paper.
- All e-posters will be displayed on wide screen in a prominent area during the entire period of the scientific sessions.

SPELLING & GRAMMAR

- Please check spelling, capitalization of words and grammar carefully.
- Direct reproduction from your electronically submitted abstract text means that any errors in spelling, grammar or scientific data will be reproduced in the abstract book as submitted.
- Errors will not be amended by the organizers.

DRUG NAMES/ PHARMACEUTICAL COMPANY NAMES

- Commercial drug names may not be used.
- Drugs should be referred to by the active substance or pharmacological designation.
- Pharmaceutical company names should not be included in the body of the abstract.

COPYRIGHT & PUBLICATION

- Submission of an abstract implies that it has been approved by all listed authors.
- The Scientific Committee reserves the right to make the final decision concerning the form of presentation.
- Accepted abstracts will be published on the official e-version of the abstract book.
- Submission of an abstract constitutes your consent to publication (e.g. Congress website, Abstract book, Programmes).
- Abstracts will be published as submitted. Errors will not be amended by the organizers.

Formatting the Abstract

FONT FACE

- Times New Roman font.

TITLE

- Maximum 125 characters. Two rows.
- Font size 14, bold. Left justified.
- Sentence case other than for acronyms.

AUTHOR DETAILS

- Font size 11.
- The corresponding author is bold and underlined.
- Number each author with superscript numbers for affiliations.

SUB-HEADINGS

- Font size 11, bold.

ABSTRACT BODY

- Font size 11. Aforementioned structured format should be followed.

AUTHOR AFFILIATIONS

- Font size 10, italics. Left justified.
- As numbered in list of authors.
- Please use superscripted numbering of authors if authors have different affiliations.

- Affiliations should be on a separate line and numbered with the same superscript number used for the respective authors.
- The superscript numbers should be positioned at the end of each name of the author and at the beginning of each affiliation.

Formatting the e-Poster

FILE FORMAT

- Final e Poster artwork should be saved as a JPG/ JPEG file with the Abstract number mentioned as the file name
- Please note that NO hard copy posters are required.

PAGE SETUP

- Height 17.78 inches. Width 10 inches.
- Margins 0.25 inches all around.

FONT FACE

- Use one or a combination of these fonts: Arial, Times New Roman, Tahoma or `Courier New`.

TITLE TEXT

- Minimum font size 30.

BODY TEXT

- Minimum font size 18.

GRAPHS & DIAGRAMS

- Should be drawn with a minimum line width of 2 mm.

CLINICAL PHOTOGRAPHS

- Photographs should always protect the privacy and identity of the subject.
- Eyes should be blacked out.
- The source of the photographs must also be declared if not the property of the presenter.

CONFLICTS OF INTEREST

If any, should be mentioned during the presentation. It should include:

- Paid work by commercial organizations either directly or indirectly.
- Receipt/ ownership of shares in commercial companies.
- Reimbursement of travelling, accommodation and hospitality expenses from commercial organizations.