



THE INTERNATIONAL SCIENTIFIC CONFERENCE

The Quality of Health Care and Social Welfare -
EDUCATION AND PRACTICE

23.05.2019. - JURMALA, LATVIA

**Abstract submission requirements and instructions for the conference
“Quality of Health Care and Social Welfare – Education and Practice”
of the P.Stradins Medical College of the University of Latvia
on May 23, 2019**

1. All abstracts must be submitted in Latvian or English. Works are allowed to be presented in **Latvian or English**.
2. Abstracts can be submitted only electronically by e-mailing to: **dainija.gulbe@gmail.com**
3. The submission deadline is **29.03. 2019**, 9:00.
4. Authors of the abstracts are responsible for their content. All material must be the work of authors listed and appropriately referenced. Abstracts must contain original material.
5. The abstracts must be drafted in Times New Roman font with single line spacing (Single). Spacing between paragraphs should be 6pt (Paragraph à Spacing à After 6pt).
6. Non-English words must be typed in italics (*Italic*).
7. The structure of the abstract should contain the following headings in the listed order (example in the attachment):
 - a. **Title** (maximum 200 characters - Bold, Caps Lock (capital letters), font size 14);
 - b. **Authors:** name, surname (*Italic*, presenting author in Bold, font size 12), affiliation number (in superscript without spaces after the surname);
 - c. **Affiliations:** shown below, shall be numbered (*Italic*, font size 10) –name of the institution, city, country;
 - d. **Background;**
 - e. **Aim;**
 - f. **Methods;**
 - g. **Results;**
 - h. **Conclusion;**
 - i. **Acknowledgements.**
8. Review of abstracts:
 - a. Abstracts are reviewed by editors approved by the Scientific Committee;
 - b. The Editor is not responsible for making any corrections (including language and grammar) in the abstracts.
 - c. Upon submission, the author can indicate the preferred presentation format (oral or poster).
 - d. The Organizing Committee makes the final decision on the presentation format and may change it.
 - e. The corresponding author will be informed of the final decision (abstract accepted or not accepted and the presentation format) by 26th of April 2019.
9. The maximum word number must not exceed 400 (the following sections are counted: Background, Aim, Methods, Results, Conclusions, Acknowledgements).
10. No more than one table may be included in the abstract, table format must not exceed 5x5. If a table is included, the total word count should be reduced to 375.
11. Page format A4 (dimensions 21 cm x 29.7 cm), vertical layout (Portrait), page layout (Page Layout): 2.5 cm from the top, 2.5 cm from the bottom, 2.5 cm from the left, 2.5 cm from the right.
12. The authors should also indicate:
 - a. **Language of presentation** (Latvian or English);
 - b. Note if preferred type of presentation is **only poster presentation**. The organization committee reserves the right to change the type of presentation, timely notifying the presenting author.
13. The abstracts submitted after the deadline or not meeting the requirements will not be accepted.
14. If accepted, the following requirements will be imposed on the presentations:
 - Oral presentation: 10 - 15 minutes + 5 additional minutes for discussion. Depending on the number of the accepted abstracts, the length of presentations for a specific section may vary. The authors will be timely notified about this before the conference;
 - Poster presentation: 5 minutes + 2 additional minutes for discussion. The poster should correspond the following dimensions – A0 Portrait layout, 118.9 cm (height) x 84.1 cm (width).
15. Should any questions arise, please contact Dagnija Gulbe