**Template for Congress Abstract Preparation**

This document provides guidance for writing the abstract to be presented in scientific meeting. The template to prepare the abstract (Annex I) is useful to standardize the information to be submitted for the participant in courses, congress, meeting, etc. This templates has been used in the organization of the last meeting of ISCO3, and has been adopted for AEPROMO and AMOZON during the organization of it last meeting, congress and courses. A template is also available in Spanish (ISCO3 QAU 00 08 SPA).

**Procedure:** To used the template (Annex I) users should copy / paste the template in a new document, and fill the blank, cancelling the text with instruction written in gray. Take into consideration the following general rules:

**ISCO3 STANDARDS FOR SUBMISSION OF ABSTRACT**

1. Use any version of Microsoft Word, page format A4 with margins of 2.5 cm and type font Times New Roman / Arial Narrow with single spacing (See template in Annex I for details). The format should be saved in MS Word (doc) or preferably in rich text format (RTF). The total space shall not exceed one page. Save the file using the surname of the presenting author + ISCO32015 e.g.: FernandezISCO32015.doc.
2. The title of the work will be made with a size of 14 points and will consist of no more than 20 words.
3. It will translate the name of the author and their institution to which they belong. The font size will be 11 pts for the names of the authors and 8 pts for the affiliation. Although there is no limit to the number of author, there will be a limit of six for easier editing.
4. The word limit of the body of the summary is 250, without include the title, nor the names and affiliations of the authors. The font size in this case shall be 11 pts.
5. The summary should reflect briefly the structure of the work which is comprehensive and will cover: the Introduction and objectives; Methods and Materials; Results and Conclusions. Should not be included images, tables, formulas, symbols complex, bibliographic citations, or acronyms and abbreviations (except the units of measure) in the body of the summary.
6. Keywords in English and in italics. It will introduce a minimum of 3 and a maximum of 10 descriptors. The Editorial Board shall ensure the quality of the drafting of the English keywords.
7. This structure (objectives, methodology, etc.) shall not be reflected explicitly in the drafting of the summary, which must be written in a impersonal style. The evaluation of the article will consider the clarity of the summary.
8. Use the International System of Unit.

**Recommendations:**

1. Abstracts for congress / meeting should be reviewed by an evaluation committee (Scientific committee), who are responsible for acceptance or not.
2. Approved meeting abstract should be published in indexed specialized peer review journal, for instance: *“Revista Española de Ozonoterapia”* (Spanish Journal of Ozone Therapy), International Journal of Ozone Therapy, Ozone Science and Engineering).

**Acronyms:** AEPROMO, Spanish Association of Medical Professionals In Ozone Therapy; AMOZON, Mexican Association of Ozone Therapy.

**References:** Robert A. Day and Barbara Gastel. How to Write and Publish a Scientific Paper, 7th Edition 7th Edition. 2012, Cambridge University press. ISBN-13: 978-0313391972 / ISBN-10: 0313391971

## Change History

| SOP no. | Effective Date | Significant Changes | Previous SOP no. |
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| ISCO3/QAU/00/08 | 10/10/2015 | First version approved by ISCO3 Board | First version |
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## Document Records

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|  | Name | Title | Signature | Date |
| Author | Gregorio Martínez-Sánchez | Elected president  Ph.D.; Pharm. D. |  | 10/10/2015 |
| Co. Authors / Reviewer | Fadi Sabbah | Elected vice- president  D.DS. |  | 10/10/2015 |
|  | Adriana Schwartz | Elected secretary  M.D. |  | 10/10/2015 |
| Authoriser /  Approved | ISCO3 Board 2015-2020 |  |  |  |

**Annex I**. Abstract submission template.

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| **Type of presentation**: Plenary lecture / Poster / Round Table etc (Time new Roman No. 12 font)  **THIS IS A TEMPLATE, CANCEL ALL TEXT IN GRAY COLOR** |
| **Category of presentation**: Clinical trial / Pre-clinical / Case Report / Review / etc. |
| **Title.** Lettering Time New Roman 14-point type, no more than 20 words.Concise titles are easier to read than long, convoluted ones. Include the maximum number of keywords. Capital letter only at the beginning of the sentence. |
| **Authors. Surnames, Names**. Author’s highest academic degree(s), lettering Arial Narrow 11-point type. No more than 6 authors are desiderated. Add a number as superscript if author belong to different affiliation. Underline the presenting author name:  e.g.: De Arcos, Juana Ph.D.;1 Cesar, Julio M.D.2 |
| **Institutional affiliations.** Lettering Arial Narrow 8-point type. Institutional name, post address, web site (if available) Phone./Fax. E.g:   1. Clínica Doncella de Orléans. Domremý No.1412, Lorena, France. Phone./FAX. +39 141206, E.mail: juana@heroina.com 2. Hospital del Foro Romano. Vía del Emperador No. 100, Roma, Italy.  [Phone/FAX](http://es.wikipedia.org/wiki/Julio_Cesar%20Tel.FAX) +39 100121306, E.mail: julio@emperador.it |
| **Abstract**  No more than 250 words. Lettering Arial Narrow 11-point type. The abstract is a non-structured abstract. Cancel all gray words included the subtitles: Introduction, materials, etc. Writing impersonal is desirable. From “Materials and methods” use the past tense.  **Introduction**. Provide a context or background for the study (i.e., the nature of the problem and its significance). State the specific purpose or research objective of, or hypothesis tested by, the study or observation; the research objective is often more sharply focused when stated as a question. One sentence is enough.  **Methods**: Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. Identify the methods, apparatus, and main procedures. Describe statistical methods.  **Result Discussion: Emphasize** the new and important aspects of the study and the conclusions that follow from them. **Do not repeat** in detail data or other material given in the Introduction section. For experimental studies it is useful to begin the discussion by summarizing briefly the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice.  Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. State new hypotheses when warranted, but clearly label them as such. |
| Keywords: Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used. Include from 3 to 10 keywords speared by coma e.g. Ozone, hernia surgery, ozonide, etc. |