

Presentation Abstract Submission Editorial Style Guide

Please consider these guidelines when preparing your abstract or submission to ensure consistency across all presentations.

Presentation Titles

- Use title case, e.g. “A Decision Support Tool for Hepatitis C Treatment Prioritization in Prisons.”
- Do not use all capital letters for titles.

Presenter Names, Titles, and Organizational Affiliation

- Ensure you have the correct spelling of names and titles of co-authors, as well as their credentials and degrees.
- Check organizational affiliations and use the appropriate one for their presentation; for example, some presenters may have both an academic and clinical affiliation – determine which one should be used for the abstract and presentation.

Credential and Degree Abbreviations

- Do not use periods for degrees, certifications, or licenses. List from most-to least-advanced credentials, separated by commas.
- Ensure the degrees are written appropriately in upper-and lower-case, e.g., Med, PhD.

Numbers and Data

- Spell out upon first reference followed by the acronym in parenthesis, e.g., “University of California – San Francisco (UCSF).”
- Avoid overuse of acronyms.

Consistent Use

- Try to use phrases or names consistently throughout, e.g., if you use “healthcare” at the beginning, avoid switching to “health care” later.