Scientific Sessions of the College of Medical Administrators Sri Lanka

The College of Medical Administrators of Sri Lanka is pleased to invite abstracts for presentation at upcoming scientific sessions. These sessions aim to showcase cutting-edge research and innovative practices in the field of medical administration. Authors are encouraged to submit abstracts that highlight original research, case studies, clinical audits, or quality improvement projects related to medical administration.

Submission Guidelines

1. **Abstract Submission Deadline:**

    o All abstracts must be submitted before the deadline, 31st July 2024.

2. **Submission Process:**

    o Abstracts must be submitted electronically through the Google form provided on the official website of the College of Medical Administrators of Sri Lanka (CMASL)

    o Each author can submit a maximum of two abstracts.

    o At least one author must be a member of the CMASL.

    o A cover letter mentioning the names of the Authors, their affiliations, contact details of the correspondent author and a short introduction of the significance and relevance of the research to the field of medical administration should be separately submitted with the abstract.

    o The Abstract should be submitted as a Word file. Remove any personal details, such as author names, affiliations, and contact information, from the main document containing the abstract, including the title page, headers, and footers. Be sure to check the document properties for any identifying information

Here are the steps to remove personal details from a manuscript using Microsoft Word:

a. Remove Author Information

· Open your manuscript in Word.

· Go to the "File" menu and select "Info."

· Click "Check for Issues" and select "Inspect Document."

· In the Document Inspector dialog box, check the box next to "Document Properties and Personal Information" and click "Inspect."

· Click "Remove All" to remove any personal information or metadata that could identify you as the author.

· Close the Document Inspector.

b. Use generic terms instead of specific names or details.

c. Clear Comments and Tracked Changes

· Go to the "Review" tab in Word.

· Click on "Delete" in the Comments section to remove any comments.

· Click on "Accept" or "Reject" in the Changes section to finalize all tracked changes.

d. Save the Document

· After removing all personal details and ensuring that comments and tracked changes are cleared, save the document.

· Go to the "File" menu and select "Save As."

· Choose a location and file format for the document (e.g., .docx).

· Click "Save."

By following these steps, you can remove personal details from your abstract using Microsoft Word.

3. **Abstract Format:**

   o Language: All abstracts must be written in English.

   o Word Count: Abstracts should not exceed 300 words, excluding the title, and Key words.

   o Font: Use Times New Roman, 12-point font, single-spaced.

4. **Abstract Structure:**

   o **Title:** The title should be concise and reflect the content of the abstract. Do not use abbreviations in the title.

   o **Introduction:** Briefly describe the context, information gap, and justification for the research or project.

   o **Objective:** State the objective of the research or the project

   o **Methods:** Explain the methods and procedures used in the research or the project.

   o **Results:** Summarize the main findings with specific data.

   o **Conclusion and Recommendation:** State the primary conclusions and their implications and recommendations.

5. **Keywords:**

   o   Provide up to three keywords that best describe the content of your abstract.

6. **Tables and Figures:**

   o   Tables and figures are not permitted in the abstract submission.

7. **Abbreviations and Acronyms:**

   o   Define all abbreviations and acronyms at their first use.

8. **Ethical Considerations:**

   o   Ensure that the abstract does not contain any personal data or any identifiable patient information.

   o   An appropriate ethics committee must have approved studies involving human participants.

9. **Selection Criteria:**

   o   Abstracts will be reviewed by a committee based on originality, quality, and relevance to the field of medical administration.

   o   Notification of acceptance will be sent via email.

10. **Presentation Guidelines:**

   o   Authors of accepted abstracts will be required to prepare either an oral presentation or a poster presentation.

   o   Detailed guidelines for presentations will be provided upon acceptance.

11. **Publication:**

   o   Accepted abstracts will be published in the conference proceedings and may be selected for publication in the Journal of Medical Administration of Sri Lanka.

12. **Contact Information:**

   o   For any queries regarding abstract submission, please contact Dr Chandana Wijesinghe (0718245095, chandanaeditorsljma@proton.me)

   o   We look forward to your contributions and to welcoming you to our scientific sessions. Thank you for your interest and participation.