



International Consortium of Forensic Journal Editors [ICFJE]

Guideline for Abstract/Paper Submission for oral presentation in Conference/CME/Workshops: Version 1. Dated March 24, 2024

1. These guidelines are to be adopted and circulated by stakeholders.
2. The use of these guidelines is authorized to all relevant stakeholders without any written or verbal communication with ICFJE.
3. It is mandatory that the Organizing Committee should reference these guidelines to ICFJE in the documents circulated and mention the website of ICFJE as sources of information.
4. The abstract of paper/poster should be between 300-500 words. List a maximum of 3-5 key words. Font face: Times New Roman, and size: 11 points. Abstract should be written in English. Standard formatting such as bold, underline and dot points can be used.
5. Abstract should include purpose of study, methodology, summary of findings/results, conclusion and significance / contributions of study.
6. Title, author's name, affiliation, address, telephone and fax number, and email address should be included.
7. Please do not include any paragraph or line formatting. Leave as single spacing.
8. All abstracts should be written in MS Word format (DOC or DOCX), and please save your abstract using this format: "your Name: date of presentation.doc"

9. All abstracts/papers and e-posters must be uploaded/submitted on links/emails provided by the organizer.
10. **Abstract Paper/ e-poster Submission:** The last date for abstract submission is at least two weeks prior to the commencement of event.
11. **Full PPT Deadline:** The last date for Full PowerPoint Presentation is at least one week prior to the commencement of event.
12. The time allotted to each presentation is 8+2 [8 Minutes for Presentation and 2 Minutes for Question answers session]. In case the presentation does not start within one minute of the allocated time the moderator/coordinator has all the right to move to the next presentation. The timing can be increased or decreased depending upon suitability or the Organizing Committee. However prior information to speaker is mandatory at least one week prior to the event,
13. Moderator/Coordinator reserved ll the right to stop presentation at the end of allocated time.
14. Merely submission of paper and poster does not guarantee presentation/acceptance in event.
15. Only good quality papers/posters will be allowed for oral presentation. Acceptance is subject to the vision of the organizing committee.
16. In case of non-receipt of final presentation PPT well in time organizer have all the right to not allow presentation on spot.
17. The decisions of the Scientific Committee and Organizing Committee is final in all aspects however the right to information is preserved for the speakers.
18. For updated information, it is mandatory that the organizing committee have a suitable website/email channel or any other means of communication exchange.
19. Both Organizing Committee and Speakers reserves the right to Appeal to ICFJE for any act of violations.
20. The ICFJE reserves the right to investigate and inform the competent authority as recommending authority for any future action.

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