

SUBMISSION FOR ORAL AND POSTER PRESENTATION

A. AUTHOR GUIDELINES

General Rule :

1. File Format: Manuscript files should be made in **DOC or DOCX formats** and should not be locked or protected.
2. Type of Manuscript:
 - a. *Original articles*
 - b. *Systematic reviews and/or Meta-analysis*
 - c. *Case Reports and/or Case series, including Evidenced-based Case Report (EBCR)*
 - d. *Literature review*
3. Length:
 - a. Manuscript abstract is limited to **250 words**.
 - b. Full manuscript is limited to **3500 words** for Original Article, Systematic Review, and Meta Analysis.
 - c. Full manuscript is limited to **1500 words** for Case Reports, Case Series, and Literature Review.
4. Font:
 - a. Times New Roman (standard font).
 - b. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses).
5. Language: Manuscripts must be submitted in English.

Abstract Submission

1. Abstract must not exceed 250 words limit. The word limit relates only to the text of the abstract and does not include title, authors and institutions.
2. Use single line spacing.
3. No tables, figures or images are allowed.
4. Use a maximum of 5 relevant Keywords, arranged alphabetically and separated by a semicolon.
5. Abstracts must be free of typographical and grammatical errors.
6. Standard abbreviations may be used for common terms only. Otherwise, any abbreviation should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
7. You will be asked to nominate your preference for digital poster or oral presentation.
8. Please include degrees or professional titles (e.g. Dr, Prof., etc).
9. It is the author's responsibility to ensure the title, author and affiliation details entered in the paper submission site are correct and exactly as they should be published on the abstract and all Meeting materials.

Full-Text Paper Submission

1. Manuscript organization for **Original Article, Systematic Review, and Meta-Analysis** should be organized as follows:
 - o Title page: Title, authors, and affiliations information
 - o Abstract and Keywords
 - o Introduction
 - o Materials and Methods
 - o Results

- o Discussion
 - o Conclusions
 - o Conflict of Interests
 - o Acknowledgments
 - o References
2. Manuscript organization for **Case Reports** should be organized as follows:
- o Title page: Title, authors, and affiliations information
 - o Abstract and Keywords
 - o Introduction
 - o Case Report
 - o Discussion
 - o Conclusions
 - o Conflict of Interests
 - o Acknowledgments
 - o References
3. Manuscript organization for **Case Series** should be organized as follows:
- o Title page: Title, authors, and affiliations information
 - o Abstract and Keywords
 - o Introduction
 - o Case Series
 - o Discussion
 - o Conclusions
 - o Conflict of Interests
 - o Acknowledgments
 - o References
4. Manuscript organization for **Evidence-based Case Report** should be organized as follows:
- o Title page: Title, authors, and affiliations information
 - o Abstract and Keywords
 - o Introduction
 - o Clinical case or scenario
 - o Formulation of PICO and Research Question
 - o Evidence searching strategy
 - o Research results
 - o Discussion
 - o Conclusion
 - o Conflict of Interests
 - o Acknowledgments
 - o References
5. Manuscript organization for **Literature Review** should be organized as follows:
- o Title page: Title, authors, and affiliations information
 - o Abstract and Keywords
 - o Introduction
 - o Heading 1, as appropriate
 - o Heading 2, as appropriate
 - o Heading 3, as appropriate
 - o Conclusion
 - o Conflict of Interests
 - o Acknowledgments

o References

6. Other Elements:

- a. Figure: Figure legends/captions are inserted immediately after the first paragraph in which the figure is cited. Figure files are uploaded separately with a clear title such as Figure 1, Figure 2, and so on. The figure should be in JPG or PNG type with a minimum of 300 dpi in quality.
- b. Tables: The table is inserted immediately after the first paragraph in which they are cited.
- c. Supported information files are uploaded separately.
- d. All illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

7. Abbreviations: A list of abbreviations is not accepted. Define abbreviations the first time they are used in the text and use them after that. No abbreviations in the abstract except for very known ones.

8. Nomenclature:

Units of measurement Use SI units. If you do not use these exclusively, provide the SI in parentheses after each value.

Drugs Provide the Recommended International Nonproprietary (rINN)

Species names Write in italics (e.g., *Homo sapiens*). Write out in full the genus and species, both in the title of the manuscript and at the first mention of an organism in a paper. After first mention, the first letter of the genus name followed by the full species name may be used (e.g., *sapiens*).

Genes, mutations, genotypes, and clones Write in italics. Use the recommended name by consulting an appropriate genetic nomenclature database (e.g., HGNC for human genes; we strongly recommend using this tool to check a gene name against previously approved names). It is sometimes advisable to include common synonyms for the gene the first time it appears in the text. Prefixes such as those used for oncogenes or cellular localization should be shown in roman typeface (e.g., v-fes, c-MYC).

Allergens The systematic allergen nomenclature of the World Health Organization/International Union of Immunological Societies (WHO/IUIS) Allergen Nomenclature Subcommittee should be used for manuscripts that include the description or use of allergens or proteins. For manuscripts describing new allergens, the systematic name of the allergen should be approved by the WHO/IUIS Allergen Nomenclature Sub-Committee prior to manuscript publication. Examples of the systematic allergen nomenclature can be found on the WHO/IUIS Allergen Nomenclature site.

9. Reference style: Please use the “VANCOUVER” style as references.

10. Financial Disclosure Statement: This information should describe sources of funding that have supported the work.

11. Copyright Notice

Authors who submit to this conference agree to the following terms:

- a. Authors retain copyright over their work, while allowing the conference to place this unpublished work under a [Creative Commons Attribution License](https://creativecommons.org/licenses/by/4.0/), which allows others to

freely access, use, and share the work, with an acknowledgement of the work's authorship and its initial presentation at this conference.

- b. Authors are able to waive the terms of the CC license and enter into separate, additional contractual arrangements for the non-exclusive distribution and subsequent publication of this work (e.g., publish a revised version in a journal, post it to an institutional repository or publish it in a book), with an acknowledgement of its initial presentation at this conference.

12. Privacy Statement

- a. The names and email addresses entered in this conference site will be used exclusively for the stated purposes of this conference and will not be made available for any other purpose or to any other party.

B. NOTIFICATION OF ACCEPTANCE

1. All submitted abstract will be processed and reviewed by the Expert Reviewer.
2. After the review process, the submitting Author will be notified via email whether the abstract is accepted or needs revision or declined.
3. All decisions made by the Reviewers are absolute and cannot be contested.
4. The accepted abstract will be presented either as Digital Poster or Oral Presentation.
5. Abstracts submitted for oral presentations that cannot be accommodated within the program will be considered and reviewed for potential acceptance as a digital poster.

C. ORAL PRESENTATION AND SUBMISSION

1. For Abstracts accepted to the Oral Presentation, the Authors should submit the Full-Text Paper and Presentation Files according to the Author Guideline at the designated date.
2. There is a 10-minute presentation, consisting of a 7-minute platform + 3 minutes for questions.
3. All Oral Presentation files must be submitted in either .PPT or .PPTX formats.
4. All Oral Presentation files must be submitted in 16:9 landscape orientation. You are free to design your presentation as you see fit, but the slide dimensions and orientation must not be changed.
5. Each submitted presentation file in .PPT or .PPTX format must not be larger than 1GB.
6. Slide transitions and animations are supported but not recommended.
7. Audio will not be available on oral presentation.

D. DIGITAL POSTER PRESENTATION AND SUBMISSION

1. For Abstracts accepted to the Digital Poster Presentation, the Authors should submit the Digital Poster files according to the Poster Submission Guideline at the designated date.
2. There is a 5-minute presentation, consisting of a 3-minute platform + 2 minutes for questions.
3. All digital posters must be submitted in **.PDF format**.
4. All digital posters must be submitted in **60:90 cm portrait orientation** using the digital poster template. You are free to design your poster as you see fit, but the poster dimension and orientation must not be changed.
5. JPEG or PNG is the preferred file format for inserted images. Please be mindful of any copyright of photos/graphics used when creating your poster.
6. Each submitted poster file in .PDF format **must not be larger than 10MB**.
7. Font – Calibri, Verdana, Times New Roman and Arial are recommended.
8. Font size for Titles/Headings and for text blocks should be readable for delegates. Note that font sizes under 28pt will be hard for other delegates to read.
9. Audio will not be available on digital posters.

E. AWARDS

Best Oral Presentation and Best Digital Poster Presentation

- Authors that are accepted into the scientific program will have the opportunity to receive a Best Oral Presentation and or Best Digital Poster Presentation award.
- Awardees will be selected based on the quality of the research, the quality of the presentation, and the overall contribution to the Herbal Medicine Discipline.
- The awards will be presented at the conclusion of the panel session.
- Oral presentation 1st, 2nd, 3rd winners will receive: Winner Certificate, Prize Money, and publication assistance for the paper into *International Medical Journal Malaysia* (IMJM).
- Oral presentation 4th to 10th winners will receive: publication assistance for the paper in other journals.
- Poster presentation 1st, 2nd, 3rd winner will receive: Winner Certificate and Prize Money.