**Preparation**

COINN 2026 Conference Abstract Guidelines and Templates

The number of abstracts that can be offered as oral presentations is limited and allocated based on highest to lowest score awarded by multiple reviewers. Therefore, we encourage novice abstract writers to seek assistance or ask someone to read and comment on your abstract prior to submission.

* The following people/groups are happy to assist: [Professional Officer](mailto:professionalofficer@acnn.org.au), [Research Special Interest Group](mailto:mailtomailtoresearchsig@acnn.org.au)  or [ESO](mailto:eso@acnn.org.au).
* Please read the *‘Tips for writing a good abstract’* and *‘Guide for main points of an abstract’* sections below for general guidance.
* All listed authors must have reviewed and approved submission of the abstract.

**An abstract is required to be submitted for oral and poster presentations and should follow the:**

* General format instructions
* Abstract templates instructions (options provided in Appendix 1)
* Uploading instructions

***Tips for writing a good abstract***

* *The focus of all abstracts is not the same; so, determine the main focus of ‘your story’.*
* *Abstracts are structured highlights of the overall presentation or poster and should be focused on the main points.*
* *Always take note of the prescribed format instructions outlined (subheadings, font size, length) and comply with them.*
* *Abstracts are expected to be a short, succinct summary.*
* *Use short, clear sentences.*

***Guide for main points of an abstract***

* ***Title:*** *this should be a concise summary of the abstract. Link key features together to convey your message.*
* ***Background/Introduction/Problem:***
* *Try to limit to 4 or fewer sentences. Start with a sentence that summarises previous work, which should link to the ‘why’ for your work.*
* *Content states why this study/project/work is important/why it matters/what it will add to the science.*
* *Content should relate directly to the purpose, aim/s, question/s or case study.*
* *Should be able to state the purpose/aim/s in no more than 2 sentences. Begin “the purpose/aim/s of this study/project were to…”*
* ***Method/s:***
* *Should be appropriate to the purpose/aim/s.*
* *If the abstract is for a research study, include the design, setting, sample, measurement tools, analysis approach.*
* *If for a project include the setting, participants you worked with, project intervention, evaluation strategy.*
* *If for a case study, include the design, setting, participant.*
* ***Results/Findings***
* *Should flow from the methods and be consistent with the purpose/aim/s.*
* *If the abstract is for a research study, include the sample size, simplified demographics, and primary outcome results.*
* *If for a project include what was done and what did the evaluation show.*
* ***Discussion/Conclusion***
* *Should be drawn from the results/findings*
* *What was answered, what was not (in relation to the purpose/aim/s).*
* *Also consider and include information around the following (if relevant): What are the practice/research/education implications? Should the intervention be adopted? Is more research needed? What are the questions that need to be addressed?*

**General format instructions**

* **Word limit:** 250 words (excludes Title, Author details) – do not exceed.
* **Title** - no more than 15-18 words long; bold.
* **Author team** 
  + Presenting author - named first (first name then family name), underline name and place a superscript number at the end of the family name. e.g. Karen New1
  + Remaining authors - list in order as determined by the author team (first name then family name). Place a superscript number next to each of the family names. E.g Linda Ng2, Margaret Broom1,2,3
  + Superscript numbers – each number identifies a place of work. Each author must have at least 1 number, but some authors could have more than 1. Examples: if all authors are from the same workplace (hospital, university, research institute), then the same number is used beside each author. If an author works at both a hospital and university – then 2 numbers will need to be used so that both places of work are identified. Author list and workplaces may look like the following:

Karen New1, Linda Ng2, Margaret Broom1,2,3.

1Jo’s University, Brisbane, Australia; 2Mary’s Hospital, Amsterdam, Netherlands; 3Canberra Research Institute, Vancouver, Canada.

* Presenting author emailaddress – please use a work or university email address. Use of a personal email is discouraged.

**Abstract templates (Appendix 1)**

* Select the abstract template that is most suitable for your abstract and the work that has been undertaken, i.e. quantitative research, qualitative research, case study etc. Format the abstract using the suggested headings.
* Copy and paste the selected template to a blank word document and save the file as FAMILY NAME \_ INITIAL\_COINN2026. Example Jones\_P\_COINN2026

**Uploading the abstract**

Upload your abstract as a **word document.** PDFs and other file formats will NOT be accepted.

**Presentation offer**

The offer of an oral presentation, platform poster or display poster is made based on the judged score of abstracts, the presentation preference of the author, and consideration of the conference program. We encourage authors to seek peer-review of abstracts prior to submission, as a higher score increases the likelihood for an oral presentation offer.

**Presentation types**

**Oral:** The allocated time is made based on the program and will be confirmed with each presenter. As a guide will the allocated time is around 15 minutes including question time.

**Platform poster:** gives presenters an opportunity to present an overview of their poster within the conference program (approximately 5 minutes) in addition to having the poster on display. These are offered if the programming allows.

**Display poster:** Poster will be on display in the poster showcase area for the duration of the conference and presenters will be required to stand by their poster at nominated times during the conference.

**Confirming the offer**

* Authors will be sent an email with the outcome and asked to confirm acceptance of an oral, a platform poster or a poster presentation.
* Oral presentation - details regarding date, session, and length of time for the presentation will be sent following confirming your acceptance and finalising of the conference program.
* Platform poster - details regarding date, session, and length of time for the presentation will be sent following confirming your acceptance and finalising of the conference program. In addition, the information under display poster will also be sent.
* Display poster - details regarding your poster position number, times for hanging and removing posters will be emailed to you closer to the conference date. Please bring Velcro/pins to secure your poster to the poster board.

**Designing a poster**

*PowerPoint is recommended for designing a poster as this allows you to add colour, move text boxes around, add pictures etc. A starting guide poster template is available from the ACNN Executive Support Officer (*[*ESO*](mailto:eso@acnn.org.au)*) should this be needed.*

**General format instructions**

* **Layout:** PORTRAIT orientation and printed no larger than AO size (841mm wide X 1188mm high)
* **Title:** large font in bold colour; easily read from 1.5 metres away
* **Authors** names and affiliations – use superscript to identify author to institution. Smaller font
* **Font:** text lettering, diagrams and photographs should be large enough to be legible at a distance of 1.5m. Lettering used for headings should be 24-point minimum. Large type from a word processor, photo-enlarging typing, stencilling, rub-down letters (e.g. Letraset) are recommended for text and captions. Freehand lettering is not recommended except for last-minute alterations.
* **White space & Text:** Text should be kept to a minimum. Present information in Table format or bullet points where possible. Use diagrams and photographs. Present only enough data to support conclusions or to explain the point (s) you wish to make. Aim to put across a simple message in an eye-catching manner. Do not attempt to detail the entire research history.

**Appendix 1: Abstract Templates (templates apply to oral and poster abstracts)**

If you need assistance selecting from the following abstract template options, please contact the [Professional Officer](mailto:professionalofficer@acnn.org.au), [Research Special Interest Group](mailto:mailtomailtoresearchsig@acnn.org.au) (SIG), or [ESO](mailto:eso@acnn.org.au).

**ORIGINAL RESEARCH:** should have at least preliminary results/findings at the time of submission (abstract can be amended to include final results once accepted). Presentation should be presented by a member of the research team. If data previously published or presented, the submitting author to email the [Professional Officer](mailto:professionalofficer@acnn.org.au) .

Quantitative Research

**Title:**

**Authors: Format as per below example** (delete below example once completed)

Presenting Author (First name, Family name)1, Author B2, Author C1, Author D1,3

1Institution, City, State; 2Institution, City, State; 3Institution, City, State

Email: [email@example.com.au](mailto:email@example.com.au)   
**Background:**

**Methods**:

**Results**:

**Conclusion**:

Qualitative Research

**Title:**

**Authors: Format as per below example** (delete below example once completed)

Presenting Author (First name, Family name)1, Author B2, Author C1, Author D1,3

1Institution, City, State; 2Institution, City, State; 3Institution, City, State

Email: [email@example.com.au](mailto:email@example.com.au)   
**Introduction:**

**Methods**:

**Findings**:

**Conclusion**:

**QUALITY IMPROVEMENT (QI) / EVIDENCE BASED (EB) PROJECTS:** Abstracts must be original and pertain to completed QI/EB projects with at least preliminary results abstract can be amended to include final results once accepted). These data-driven QI/EB projects must be related to neonatal care or neonatal nursing /neonatal practice, education or administration. This category includes QI/EB projects that are designed to improve patient care, nursing care or nursing education structures, processes, or outcomes.

Quality Improvement / Evidence Based Practice Projects

**Title:**

**Authors: Format as per below example** (delete below example once completed)

Presenting Author (First name, Family name)1, Author B2, Author C1, Author D1,3

1Institution, City, State; 2Institution, City, State; 3Institution, City, State

Email: [email@example.com.au](mailto:email@example.com.au)   
**Problem:**

**Methods**:

**Results**:

**Conclusion**:

**CASE STUDY PRESENTATIONS:** Analysis of actual complex patient care cases or practice situations that posed unique nursing challenges. Case reports must not contain identifying information or in any way violate Pubic Health Acts or Intuitional regulations. The case under discussion cannot be under current litigation. **Presenters must confirm in written submission that they have compiled with these requirements.**

Here are some tips of what to include:

**Background: *TIP:***

*• Is this a prevalent health problem?*

*• Is there a clear message?*

**Case presentation: *TIP:*** *Give an account of the presenting features, including the medical/social/ family history.*

*• This is the patient’s story – please be sensitive to patient confidentiality*

*• How did they present?*

*• What is the relevant history?*

Case Study/Reports

**Title:**

**Authors: Format as per below example** (delete below example once completed)

Presenting Author (First name, Family name)1, Author B2, Author C1, Author D1,3

1Institution, City, State; 2Institution, City, State; 3Institution, City, State

Email: [email@example.com.au](mailto:email@example.com.au)   
**Background:**

**Case presentation**:

**Diagnosis/Investigations**:

**Unique nursing challenges**:

**Outcome & Follow-up:**