

Instructions for Authors

The Nutrition Society of New Zealand invite authors to submit abstracts for oral presentations or posters for the conference, “Kotahitanga: bridging research, industry, and practice”. Abstracts are welcome in any area of nutrition and those that complement nutrition.

Authors must seek the approval of all co-authors before submitting an abstract for consideration and supply all names and affiliations. All authors will receive email confirmation of abstract submission.

Submission

Abstracts must be submitted through the online submissions system, Ex Ordo. You will be required to register with Ex Ordo to establish your username and password. All communications including acknowledgement, acceptance or otherwise will be electronic via Ex Ordo using the email address you have registered with.

Register with Ex Ordo here <https://nsnz2024.exordo.com/>

Follow the prompts through your submission and refer to the “submitting your abstract” guide to aid in using this system.

All abstracts accepted for the conference will be published in Proceedings of the Nutrition Society.

The maximum length of an abstract is 450 words (excluding references). At least one reference should be included and the references are limited to 50 words.

You can alter your abstract any time up to the **submission deadline (13 September 2024 8pm NZ time)** – after this date, changes will not be possible.

Important: All authors accepted to deliver an oral presentation or a poster must register for the conference and pay the applicable registration fee.

During submission, authors must follow prompts and complete all required fields including:

- Name, email address and affiliation of each author
- Whether the presenter is a student or non-student
- Member or non-member of NZNS
- Identify the presenting author and the corresponding author
- Preference for oral presentation or poster
- Declaration of any conflict of interests
- List of sources of funding relevant to the research
- Declaration relating to ethics

Note- The corresponding author is generally the person who will take overall responsibility for the abstract now and in the future, and is prepared to answer

questions about the research. If you are a student and unsure who this should be, please discuss with your supervisor.

Student Registration Fee

For recent graduates, if you are submitting an abstract from research completed as a student, you only need to pay the conference registration fee for students.

Oral or Poster

When submitting an abstract, authors will be asked if they would like to present a poster or an oral presentation. Where possible, the author's preference will be taken into account when arranging the programme.

Oral presentations or posters are given equal weight and are not differentiated upon publication in *Proceedings of the Nutrition Society* (PNS).

Student Prizes and Travel Awards

Students are eligible for prizes at the conference if they are a member of the New Zealand Nutrition Society.

Travel scholarships for student members of the Nutrition Society of New Zealand are available for presenting students to apply for which will contribute in part to conference-related costs.

Themes

On submission authors must select which theme (topics) their research falls within from the following topics:

- Nutrition in our land and water
- Nutrition in education settings
- Nutrition and wellbeing
- Women's health
- Children's health
- Gut health
- Monitoring nutrition and health
- Animal nutrition
- Public health
- Food, bioactives and mechanisms
- Mechanisms of diet and disease

This will help ensure that submissions are assessed by the correct reviewers.

The review process

Before being accepted for presentation or poster, abstracts are reviewed by a scientific and editorial committee consisting of conference organisers, editors and reviewers. Abstracts will be considered based on the quality of the communication in terms of its relevance to nutritional science, the substance of its results, and its originality.

Abstracts will be rejected for any of these following reasons:

1. Lack of data/statistics/results
2. No objectives/conclusion/methods
3. Unoriginal work (previously presented/published)
4. Not sufficiently supported by references
5. Results not clearly reported
6. Conclusion unclear and confusing
7. Concern about ethics
8. Failure to follow the instructions to authors

Friday 13 September is the last day for abstract submission. We will notify the authors of acceptance within three weeks of this. Submission for late breaking poster abstracts will open in mid September and be accepted up until **Friday 18 October**, but will only be eligible for poster presentation, if accepted. We will notify acceptance of late abstracts by **28 October 2024**.

Abstract Preparation

Title: Use an initial capital letter only for the first word and for proper nouns. Abbreviations should not be used in the title.

Statistics: Indication should be given of the variability of replicated results and significance of any stated differences. A brief account of any statistical methods should be provided.

References:

PNS requires each abstract to include at least one reference. For example a reference to support background information or particular methods might be appropriate. References should be presented as shown in the examples below. Citations should be numbered consecutively in the order in which they first appear in the text of your abstract using **superscript Arabic numerals in parentheses** i.e. ⁽¹⁾. The name of the journal should be abbreviated (<http://bit.ly/journalabbreviation>) and in italics.

Reference example

1. Collins A, Azqueta A & Langie S (2012) *Eur J Nutr* 51, 261-279
2. Normanton H, Houdijk JGM, Jessop NS et al. (2007) *Br J Nutr* 97, 104–110

Keywords

Please supply up to four keywords related to your abstract. Separate keywords using a semi-colon.

Author and affiliation: You will be asked to list all authors' email addresses, first names, surnames and institutions within the Ex Ordo system. Each affiliation should include: Department/School, Institution, Town, Postal Code, Country

Author and Affiliation example

J. Jess¹, H. Taylor¹ and P. Hickford²

1. Massey University, School of Sport, Exercise and Nutrition, Auckland, 0632, New Zealand
2. Department of Human Nutrition, University of Otago, Dunedin, 9016, New Zealand

Examples of published abstracts from the 2023 conference:

<https://www.cambridge.org/core/journals/proceedings-of-the-nutrition-society/issue/85DACEBBEE324E4173978010788AA175>

Support

1. For general conference enquiries: nsnzconference@gmail.com
2. For abstract submission queries: abstracts@nutritionssociety.ac.nz
3. If you need support from Ex Ordo then use the contact Ex Ordo option on the dashboard: <https://nsnz2024.exordo.com/>

Note that ExOrdo are very quick in responding to queries but they are based in Ireland so there may be a delay due to time zones.