

Instructions for Submission to Ex Ordo

Register with Ex Ordo

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/>

Help for creating an Ex Ordo account is available:

<https://support.exordo.com/collection/438-general>

Ex Ordo is very quick to respond to emails but they are in Ireland so the speed of response will depend on when you send the question.

Submit your abstract

Ex Ordo has some general instructions on abstract submission in their knowledge base. The following provides a guide for the specific process for the Nutrition Societies of New Zealand and Australia Nutrition in Oceania Joint Conference with some top tips. Ensure you have pre-prepared your abstract ahead of time using the instructions for authors.

1. Once you have registered an Ex Ordo account select start a new submission from the dashboard.
2. Abstract instructions will appear.
3. Copy and paste your abstract into the text box. Use the superscript with numbers in parentheses for citations, e.g.⁽¹⁾

Do not use headings in your abstract

The screenshot displays the Ex Ordo submission interface. On the left, a vertical sidebar shows a progress indicator with seven steps: 'My Submissions', 'New Submission', 'Track', 'Format', 'Title & Abstract', 'Authors', 'Topics', 'Abstract- further info', and 'References'. The 'Title & Abstract' step is currently active, indicated by a green dot. The main content area is titled 'Title & Abstract' and contains two text input fields. The 'Title' field contains the text 'Test again again'. The 'Abstract' field is empty and contains a rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Superscript (x²), Subscript (x₂), and Omega (Ω). Below the abstract field, it says 'Add in your abstract text here.' At the bottom of the interface, a status bar indicates '444 words remaining.'

4. Add co-authors, make sure you complete their email address and affiliation. They will be emailed a confirmation receipt. Before submission, it is important that they have read the abstract and had the opportunity to give feedback and consent to submission.

The screenshot shows a form titled "Authors". At the top, it asks "Is this a student submission?" with two radio buttons: "Yes" (unselected) and "No" (selected). Below this, it says "Please nominate all the authors that contributed to this submission below." There is a list of authors:

- 1. **Claire Smith** University of Otago
 - Corresponding Author
 - Presenting Author
 - Re-order
 - Edit Author
 - Remove
- 2. Add Another Author

At the bottom of the form is a "Done" button.

5. Select up to two topics that best fit with your abstract.

The screenshot shows a form titled "Topics". It asks "Please choose a maximum of three topics from the list below." There is a list of topics:

TOPICS	10 Topics
<input type="checkbox"/>	Nutrition in our land and water
<input checked="" type="checkbox"/>	Children's Health
<input type="checkbox"/>	Women's Health
<input type="checkbox"/>	Nutrition and wellbeing
<input checked="" type="checkbox"/>	Gut health
<input type="checkbox"/>	Monitoring nutrition and health
<input type="checkbox"/>	Animal nutrition
<input checked="" type="checkbox"/>	Public health

On the left side of the form, there is a sidebar with a progress indicator showing steps 1 through 7. Step 5, "Topics", is currently selected and highlighted in green.

6. Complete the boxes for references and keywords

Abstract- further info

References *

B I U ☰ ☷ 🔗 X² X₂ Ω

50 words remaining.

Keywords *

Add a maximum of four keywords separated by semi-colons.

B I U ☰ ☷ 🔗 X² X₂ Ω

7. Complete ethics declaration and list details of funding.

Ethics Declaration

By agreeing to this statement you are acknowledging that your research has been approved by an Institutional Review Board and has appropriate ethical approval. In addition if the research involves humans then informed consent has been obtained.

If your research does not involve humans or animals then you can choose not to confirm this statement.

Appropriate ethical approval has been obtained for this research.

Financial Support *

Provide details of the sources of external financial support for the research, including grant numbers. For example, "This work was supported by the Health Research Council (grant number XXXXXXXX)". Multiple grant numbers should be separated by a comma and space, and where research was funded by more than one agency the different agencies should be separated by a semi-colon, with "and" before the final funder. Grants held by different authors should be identified as belonging to individual authors by the authors' initials. For example, "This work was supported by a Lotteries NZ (A.B., grant numbers XXXX, YYYY), (C.D., grant number ZZZZ); the Natural Environment Research Council (E.F., grant number FFFF); and the National Institutes of Health (A.B., grant number GGGG), (E.F., grant number HHHH)".

If the research received no funding then please answer

8. Complete a statement about any conflicts of interest.

Conflicts of Interest *

Conflict of interest exists when an author has interests that might inappropriately influence his or her judgement, even if that judgement is not influenced. Because of this, authors must disclose potentially conflicting interests so that others can make judgements about such effects. Please provide details of all known financial and non-financial (professional and personal) relationships with the potential to bias the work. Where no known conflicts of interest exist, please include the following statement: "None."

None

9. Supply the institution address for each co-author. Please list all authors' initials, surnames and institutions as below. If there is more than one name and address they should be related by numbers.

Example

J. Jess¹, H. Taylor¹ and P. Hickford²

1. Faculty of Health & Social Sciences, Bournemouth University, Bournemouth, BH1 3LT
2. The Royal Bournemouth NHS Trust, Bournemouth, BH7 7DW.

You can log into Ex Ordo and edit your submission right up to the submission deadline.

Support

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