PCCUSC ABSTRACT SUBMISSION GUIDELINES

A. General Formatting Requirements

To ensure consistency and a professional appearance in the conference souvenir program, all submitted abstracts must comply with the guidelines outlined below.

- **Font Style:** Arial (all sections)
- **Font Size:** 11 pt
- **Text Color:** Black
- **Margins:** Standard 1-inch (2.54 cm) on all sides
- **Line Spacing:** Single-spaced
- **Paper/Document Size:** Letter (8.5 × 11 inches)

Authors are encouraged to view or download the **sample abstract** document for reference on formatting.

B. Abstract Structure

Each major section (Title, Authors, Affiliations and Contact Information, and Abstract Body) must be separated by one (1) blank line.

1. Title

The title should be concise, descriptive, and accurately reflect the scope and content of the research.

- **Format:** Bold, sentence case, centered alignment

2. Authors

- **Format:** Centered alignment
- **Author Names:** First Name, Middle Initial, Last Name
  - Example: Juan P. Dela Cruz
- **Institutional Affiliations:** Use numeric superscripts following each author's name to indicate institutional affiliations.
  - Example: Juan P. Dela Cruz [1,2]
- **Presenting Author:** Underline the name of the presenting author. Place an asterisk (*) after the author's name and affiliation superscript(s) to denote the corresponding contact information.
  - Example: Juan P. Dela Cruz [1,2,*]

3. Affiliations and Contact Information

- **Format:** Italicized, centered alignment
- **Affiliations:** Use numeric superscripts preceding each affiliation. Provide the full official name of each institution, including department, university, city, postal code, and country.

    - Example: *[1]Department of Biological Sciences, College of Science, University of Santo Tomas, España Boulevard, Manila 1008, Philippines*
- **Contact Information:** The email address of the presenting author must be provided directly below the list of affiliations. Precede the email address with an asterisk (*).
    - Example: *juandelacruz@gmail.com

4. Abstract Body

The abstract body must be written as a single, continuous paragraph and should provide a concise summary of the research.

- **Format:** Justified alignment
- **Word Limit:** Maximum of 300 words
- **Content Requirements:** The abstract must clearly address the background, objectives, methods, results, and conclusions of the study.
- **Restrictions:** Figures, tables, graphs, references, citations, bullet points, and subheadings are strictly prohibited in the abstract body.

5. Keywords

Keywords should highlight the main concepts, methods, and study area of the research and aid in abstract indexing.

- **Format**: Format as **Keywords** (bold), followed by *italicized keywords*, in sentence case and justified alignment, separated by semicolons (;), with three (3) to five (5) keywords only.
    - Example: **Keywords**: *keyword one*; *keyword two*; *keyword three*; *keyword four*; *keyword five*

C. Submission Process

- **File Format:** Submissions must be in **Microsoft Word (.doc or .docx)** format to facilitate editing for the conference souvenir program.
- **File Naming Convention**: Files must be named as follows: LastName, FirstName_ResearchTitle.docx
    - Example: Dela Cruz, Juan_Research Title.docx
- **Submission Portal:** Upload all submissions via the official conference submission portal: **[Abstract Submission] PCCUSC**.

D. Screening and Notification

- An acknowledgment email confirming receipt of the abstract will be sent to the corresponding author upon successful submission.
- All abstracts will be reviewed and screened by the PCCUSC Scientific Committee.

- Authors of accepted abstracts will receive detailed guidelines for poster presentation preparation

E. Important Dates

- **Abstract Submission Deadline**: February 20, 2026
- **Notification of Acceptance**: March 5, 2026
- **Early Bird Registration Deadline**: March 15, 2026
- **End of Registration**: March 31, 2026
- **Conference Proper**: April 15-16, 2026