Abstract Guidelines

The deadline date for abstract submission is Midnight on *Sunday 6th September 2026.*

Abstract Submission Steps

1. Develop your structured abstract using these guidelines for a structured abstract, ensuring you keep within the word/page count (500 words).
2. Ensure all authors have had the opportunity to read, comment and approve your abstract.
3. Submit your abstract using the UK National Neonatal Transport Group Conference Portal
4. If your abstract is successful, you will be asked to create a poster of your abstract that will be displayed at the meeting.

General:

- The abstract should be created using Arial 11 font, limited to 500 words. Figures and tables should be included (maximum of 1 additional page).
- Generic names for products and devices should be used whenever possible. The abstract should not provide any commercial messages or product endorsements. The abstract should not contain any identifiers or protected health information (i.e. DOB, medical record numbers, patient identifiers etc.).

Title:

Abstract includes a short descriptive title (10 to 15 words) that clearly communicates the nature of the improvement work.

- Institution name; Institution city, and country
- Author name(s) and degree(s); Primary author contact name, degree(s), email address, and telephone number
- Name and email address of supervising consultant or senior nurse who must approve the abstract prior to submission. Authors should be aware that this person may be contacted subsequently by email to verify their approval by the abstract scoring faculty.

Abstract content should be carefully structured using the following categories to organise your work:

Introduction or background:

This should provide the context for your research, what is already known in this area, the rationale for your research and the central questions your research addresses. Do not cite references in your abstract.

Methods:

What type of study was it? Eg RCT, case-control, cohort and was it retrospective or prospective. This section should define very clearly which patients/population/model was investigated and how this was done.

Results:

Include data that is relevant and unique. Use statistical tests, but the correct ones for your data e.g. are the data normally distributed, should mean or median be used, parametric or nonparametric tests? Ensure that denominator data are provided where relevant. If results are not presented, the abstract will not be considered for oral or poster presentation unless you are submitting a case report.

Conclusions:

Only include what you can derive from the data that have been presented. Do not present new data here or repeat information from the introduction. This should be brief and a maximum of 1-2 sentences which highlight the significance or implications of your findings. You might briefly include recommendations for future research or implementation.

Scoring:

Abstracts for poster presentation are scored by an independent panel according to a pre-defined scoring schedule which assesses the quality of the methodology undertaken, the applicability and importance of results and the quality of the submitted abstract.

Tips:

- Read other abstracts. It is the best way to learn the conventions of writing an abstract.
- A good abstract is strong but impactful, so make sure every word counts. Each sentence should clearly communicate one main point.
- Avoid filler words and jargon.
- The abstract should tell a condensed version of the whole story. Give yourself a day away from your finished abstract before re-reading it with fresh eyes to make sure it gives a clear summary.
- Get other colleagues to read and comment before submitting.
- Make sure your abstract meets the guidelines below before submitting.