

# BMJ ABSTRACT SUBMISSION REQUIREMENTS

The below requirements must be met when the abstracts are submitted, otherwise BMJ cannot guarantee publication on schedule.

## **SUBMISSION FORMAT**

- Abstracts should be submitted electronically in Microsoft Word. Abstracts should be grouped together into one or more Word files, NOT supplied as individual files.
- The files should not be password protected. Additional coding should be removed.
- The abstracts should be in their final form at the point of submission.
- Any boxes/key lines surrounding the abstracts should be removed prior to submission.
- Check that there are no conversion errors in the Word files, especially foreign characters and mathematical symbols.

## **FILE NAMING**

- Abstracts should be numbered sequentially. If they are not, we will renumber them sequentially unless otherwise instructed.
- Please indicate if any prefix/suffixes are required, e.g. P for poster, OP for Oral Presentation, etc, and whether numbering should reset to 1 for each abstract section.
- The file names should indicate the preferred order for the abstracts.

## **ORDERING OF ABSTRACTS**

- Abstracts should be submitted in the order in which they are to appear in the final book.
- Section headings, if needed, should be placed in the text where required in the final book, either by type e.g. Abstracts, Posters, etc. or by theme e.g. Clinical, Basic Science, etc.
- All sections will run on in the final version unless otherwise agreed.
- If the file names reflect the section heads then a running order must also be provided.

## **ABSTRACT CONTENT**

- Abstracts should be comprised of:
  - Title.
  - Author names: First name(s) and last name(s). Full names are preferred because if only initials are used this can cause confusion if authors have common last names.
  - Affiliation, including country, of each author. Author affiliations are indicated by superscript numbers, e.g. F. Moran<sup>1</sup>, J. Bradley<sup>2</sup>. <sup>1</sup>*University of Ulster, N. Ireland;* <sup>2</sup>*Belfast City Hospital, N. Ireland.*
- If the presenter of the abstract needs to be highlighted, please insert an asterisk next to their name and specify this to BMJ Production Editor.
- The body of the abstract can be either structured or unstructured.
- Any abbreviations should be defined where first mentioned.

## **FIGURES**

- Figures must be provided separately and should not be embedded in the Word files containing the abstracts.
- Figures must be numbered clearly (for example: Abstract 23 Figure 1).
- All figures should be cited in the abstract to which they belong.
- We accept most figure formats: .jpeg, .tif, .gif, .eps, Powerpoint, etc.
- A minimum resolution of 300 dpi is required.
- Unless there is prior agreement, all abstract books are printed in mono. Therefore all figures provided should be in mono. Any colour figures will be converted to mono.

### **TABLES**

- Tables should be embedded in the Word files containing the abstracts and should be in Word format.
- Tables must be numbered clearly (for example: Abstract 123 Table 2).
- Tables should be cited in the abstract to which they belong.

### **AUTHOR INDEX**

- An author index will be generated automatically.

### **SUBJECT INDEX**

- If a subject index is required, keywords for each abstract must be supplied at the end of each abstract as these will be used to build the index.
- Please indicate to the BMJ Production Editor if a subject index is required.

### **CONFERENCE PROGRAMME AND FLOORPLAN**

- If a conference programme and/or floor plans are to be included, these should be submitted as Quark/InDesign files. Alternatively, they can be supplied in Word if you would prefer us to typeset them according to our format.

### **EDITING**

- Abstracts will not be edited and authors will not see proofs.
- Obvious mistakes will be corrected and the abstracts will be amended to house style as appropriate.
- The nominated coordinator of the abstract book will see a typeset proof, to which they can add corrections. Corrections to proofs should be kept to a minimum and should be essential changes only. A revised proof will be sent if there is time in the schedule.

### **RESUPPLIES AND ADDITIONS**

- If abstracts are submitted after the agreed submission date we cannot guarantee publication by the scheduled date.
- Resupplies, different versions of abstracts, or instructions to delete or add abstracts after they have been submitted will be considered depending on the timeframe. In the rare event of an abstract being removed at a later stage, we may not be able to renumber and repaginate; in these cases we may have to leave a white space, noting "Abstract withdrawn".

### **LICENCE TO PUBLISH**

- Authors of all abstracts are required to grant an exclusive licence on a worldwide basis to BMJ and/or co-owners or contracting owning societies (where published by BMJ on their behalf) in accordance with our standard licence.
- It is your responsibility to ensure that the corresponding/lead author of each abstract is aware that by submitting their work for publication they are agreeing to the terms and conditions of BMJ's standard licence to publish for abstracts, which can be found at <https://s16086.pcdn.co/wp-content/uploads/2017/01/BMJ-Journals-conference-abstract-licence-OA-and-non-OA.pdf>. As this is an exclusive licence, you must ensure that signed agreement is obtained from the author (which may be via electronic signature) and must be able to supply evidence of this to the BMJ upon written request.