Symposium Mammographicum

EICC Edinburgh
21-23 June 2027

# ABSTRACT SUBMISSION GUIDELINES

**Deadline for submissions: 12 noon 31 January 2027 | Word Limit: 250**

**Presentation Type**
There is a choice of two presentation formats – oral or poster. Please indicate your preferred presentation format. The conference programme committee will make the final decision on presentation format.

**If your abstract is accepted for either Oral or Poster presentation at least one author MUST register for the full conference.**

### Types of project/abstract:

Symposium Mammographicum aims to be inclusive in the forms of work accepted for presentation, particularly as posters. Therefore, the categories available for your abstracts are

- **Research**
- **Audit**
- **Service delivery | Quality improvement**
- **Education**

The abstract review committee will re-categorise your submission if we consider it has been inappropriately assigned.

We are happy to accept good-quality work which has been presented elsewhere, but in these cases abstracts will only be accepted for poster presentation, not oral.

### Please read the instructions below carefully before preparing your abstract.

- Aim to capture the conference committee's interest.
- Be clear and concise.
- Check the abstract carefully, or better still, ask a friend who doesn't know the work to check it for spelling, grammar, readability and clarity.

# HOW TO SUBMIT YOUR ABSTRACT

**Using the online abstract submission system**

1. Abstracts are required for all papers and posters. Abstracts MUST be submitted via text entry.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract.

**Preparation of your abstract**

1. All abstracts must be submitted in English.
2. A "blind" selection process will be used. **No identifying features such as names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract.** Do not include the names of authors either. The names of the authors and their affiliations (institutions) will be requested separately when you submit the abstract online.
3. The title should be succinct yet clearly describe the content of the work. Please use Sentence case - (i.e. the first letter of the sentence is capitalised, with the rest being lower case except for proper nouns and acronyms). There should be no full stop at the end. Please **DO NOT** use upper case for the title.
4. The abstract is a short description of your work and should contain concise information sufficient to convey why the work was done,

how it was done, and the key findings and implications.

5. Tables, figures, images and other graphical elements cannot be included in the abstract submission. Abstracts must be submitted as text only. Please summarise any relevant information clearly within the abstract text. Tables, figures and images may be included in your final poster or oral presentation.

### The submission process

Log in to the submission system when your abstract is ready to submit.

Submitting an abstract is a multi-step process. Each step requires you to enter specific information:

**Step 1:** Enter your abstract title, presentation type, category

**Step 2**: Add Author(s) name(s), and organisation(s) and select your presenting author

**Step 3:** Add your abstract text and references in Vancouver (numbered) style

**Step 4:** Review your submission

**Step 5:** Confirmation and submit – accept the terms and conditions and confirm your submission.

#### Amending a draft

At any time in the process before submitting, you can click the **Save As Draft** button to save your incomplete submission and return to it at a later time.

#### Amending a completed submission

If you wish to make changes to your submission, please email sympmamm@profileproductions.co.uk

#### Withdrawing an abstract

Please contact the conference organisers at sympmamm@profileproductions.co.uk

## GENERAL STYLE GUIDELINES

1. Abstracts should be structured under appropriate headings for the nature of the work, e.g.:
    a. Purpose/Background/Objectives
    b. Methods
    c. Results
    d. Conclusions
2. Where completed research is to be presented at the meeting, the abstract should be submitted in the Research category and **should contain the results**. If the results are not available at the time of abstract submission but will be available for presentation at the conference, you may still submit in this category but specific information on the data collection and analysis schedule must be included (i.e. dates you expect the project to be completed). If you cannot include the results in your abstract, you are likely to be offered a poster slot rather than an oral.
3. Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
4. Use generic names of drugs.
5. If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
6. Referencing should be in Vancouver format – see further details below. References should be numbered in the order in which the citations appear in the text.
7. Please check your abstract carefully as it will not be edited prior to publication

### References

References should be listed in the separate box provided in the abstract submission system.

- References should be kept to a minimum and should be consistently and accurately presented in Vancouver style.
- The reference list is not included in the word count but the citation numbers within the abstract are.
- Only sources referred to in the text should be included but a bibliography may be added if desired.

If you have any questions regarding submitting an abstract, please contact the Conference Organisers:
Profile Productions Ltd, **sympmamm@profileproductions.co.uk** or 020 3725 5840