



APTUK 2025 ABSTRACT SUBMISSION GUIDELINES FOR SHORT ORAL PRESENTATIONS AND POSTERS

Deadline for submissions: Monday 31st March 5.00pm

Word Limit: 250 excluding references

Many thanks for considering submitting your work to be part of the APTUK 2025 conference programme taking place in Newcastle.

To submit your abstract, please follow the below instructions carefully.

Types of presentation

As part of our continued commitment to education and in keeping with our theme for the 2025 conference of 'Advancing Practice', for the first time you will be able to select which type of presentation you would prefer to give.

You will be able to select one of the following three options

- Poster presentation only
- Oral presentation only
- Poster or oral presentation

A poster presentation will be an A0 printed poster displayed on a poster board at the venue for the duration of the conference, and an oral presentation will be a total of 10-minutes presentation as part of the main conference programme. Full guidance will be provided to you should your work be selected for presentation.

Submission categories

APTUK aims to be inclusive in the forms of work accepted for both oral and poster presentations and in line with our theme for 2025, you will be asked to select which category best reflects your abstract submission, based on the 4 pillars of Pharmacy practice.

- **Clinical practice**
- **Leadership and management**
- **Educational**
- **Research**

We are happy to accept good-quality work which has been presented elsewhere.

Preparation of your abstract

Your abstract should be submitted in English and not exceed the 250-word limit, excluding references. Please note that we do not encourage the submission of tables or images at this stage, but they can of course be included in your final poster or oral presentation.



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.

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.

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)
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

References

References should be listed after the 250-word abstract.

- 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.

How to submit your abstract

1. Click on the 'Submit here' link on the APTUK Conference website.
2. Please note that the submission process has multiple steps to it
3. If you are submitting more than one abstract, you can use the same name and email address for each abstract
4. Please make sure you select which type of presentation you wish for your abstract to be considered for
5. Please ensure you select under which category you are submitting your abstract



6. Use the template provided on the online system to upload your abstract
 - Step 1: Enter your abstract title and presentation type preference
 - 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 style
 - Step 4: Review your submission
 - Step 5: Accept the terms and conditions and confirm your submission.

Amending a draft abstract

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 later.

Amending a submitted abstract

If you wish to update an abstract you have already submitted, you can edit until the abstract submission deadline by contacting the conference organisers at aptuk@profileproductions.co.uk

How to withdraw your abstract

If you wish to withdraw an abstract, or have any queries regarding the submission process, please contact the conference organisers, Profile Productions on aptuk@profileproductions.co.uk or 0203 725 5840.