

## ABSTRACT SUBMISSION GUIDELINES

Please read the following instructions to authors before submitting your abstract:

1. Abstracts can only be submitted using the online abstract system.
2. Abstracts must be submitted in English.
3. Do not type in capitals in the abstract text. The Association reserves the right to change the formatting of those abstracts submitted to be consistent with the requirements of the Meeting Programme. It cannot be held responsible for any possible loss of meaning incurred as a result.
4. Once the abstract deadline has passed, it will not be possible to make alterations to the abstract or list of authors and once you have confirmed your presentation and the abstract text has been submitted to the EJSO for publication it will not be possible to withdraw your abstract.
5. Abstracts will be marked anonymously by the Scientific Committee and the author will receive acceptance/rejection notification, and further correspondence as applicable.
6. Those authors whose abstracts are accepted must register to attend the conference and pay a registration fee.
7. Only papers submitted by trainee grades will be considered for the prize paper session and presenting authors in this session must be trainee grade.
8. Medical students may submit an abstract but must be a healthcare professional (FY1) at the time of the conference to attend and present.
9. The abstract may include tables (max. 4 tables). Please upload the tables as a word document or editable document file type. It should NOT include graphs or other graphic elements.
10. The abstract should be structured with Introduction, Methods, Results and Conclusions. Note: It is not acceptable to state in the abstract that 'conclusions will be discussed' without disclosure of those conclusions.
11. The abstract should contain data with associated details of appropriate statistical significance testing and P values. P values alone are not acceptable.
12. The authors listed on the abstract have made contribution to at least one of the following fields;
  - Conception and design
  - Data acquisition
  - Data analysis or interpretation
  - Drafting of the manuscript
  - Critical revision of the manuscript
  - Obtaining funding
  - Supervision
13. Where the abstract is an audit project there must be clear indication of the standard against which the audit is conducted. Examples include the standards detailed in ABS and NICE guidelines.
14. Where the results of in-vivo studies are included, confirmation of Home Office or equivalent regulatory body approval must be included.
15. The abstract should not exceed 250 words. In the case of submissions which include tables or other non-text elements, the overall length of the submission should be approximately equivalent to not more than 250 words.
16. The Association endeavours to notify authors of success or failure of submissions as quickly as possible. You will receive an e-mail confirming receipt of your abstract on submission. If you do not receive this confirmation please check your junk mailbox or contact the [abs@profileproductions.co.uk](mailto:abs@profileproductions.co.uk).
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