**Abstract Submission Guidelines**

**CLOSING DATE:  Friday 26th January 2024**

*Submissions will not be accepted after this date.*

# Submitting an abstract

**A.  Important Information**

**1.  If you are submitting more than one abstract you can use the same email address and password log-in for each abstract.**

**2.  Abstracts are required for all papers and posters. Abstracts MUST be submitted online.**

**3.  Text must be in single line spacing.**

All abstracts should be completed and submitted by Friday 26th January 2024.

**B.  Guidelines for Preparing your Abstract**

1.  Do not include authors or affiliations within your abstract document. Abstracts containing information that makes the abstract identifiable, including names, acronyms, organisation names, study names, may be disqualified. The names of authors and their affiliations (institutions) will be submitted during the online submission process.

2.  The abstract title should be typed in the "Title" box on the template, in UPPER CASE and in bold type.

3.  The title should be as brief as possible, should not end with a full stop and should not include abbreviations.

4.  The abstract body text should then be typed or pasted into the "Abstract" box in the template, but please do not type "abstract" at the start of the main abstract body.

5.  All paragraphs should be blocked (i.e., first line not indented) and fully justified. There is no need to leave a blank line between paragraphs.

6.  Times New Roman font in 10 pt size and single line spacing should be used throughout the document.

7. It is highly desirable for research abstracts to be structured as follows: Background; Objective; Methods; Results; Discussion; Conclusion. The headings should be in *italics*, followed by a colon (:) with no indents or line break, i.e., the text should run on after the heading.

8. Word limit: Abstracts may be up to 350 words long. Abstracts which exceed the word limit will be disqualified.

9. Whilst the organisers prefer text-only abstracts, it is acknowledged that figures are occasionally essential to communicate complex data. A maximum of one relevant, good quality, high resolution figure or table can be submitted in addition to your abstract, but bear in mind that these will be printed in the abstract book in black and white. Images/figures should be uploaded as a jpeg/jpg image with a maximum file size of 4MB.

10. Use standard abbreviations where appropriate in the main body of the abstract. Place special or unusual abbreviations in brackets after the full word the first time it appears.

11. Drugs should be referred to by their approved name rather than their proprietary name.

12. The language of the conference is English, and all abstracts should be prepared in English.

13. Abstracts which do not include data will be rejected. Criteria for rejection will also include lack of originality. Do not use phrases such as "the results will be discussed".

14. Whilst it is possible for an author/presenter to submit more than one abstract, these abstracts should be obviously and significantly distinct from one another to merit acceptance in their own right. Closely related results from the same study should be restricted to one abstract.

15. All abstract authors are required to submit a statement of any potential conflicting interests as part of the abstract submission process. This statement will be printed in the abstract book as submitted, should be included on accepted posters and as a slide for accepted oral presenters. Provision of this declaration will be a condition of presenting at the event.

16. Roundtable discussions will take place during the conference. Applicants submitting an abstract will be asked if they are happy for their outline to be used as a discussion point during one of these sessions. Authors who agree for their abstract to be considered for use in a discussion will be notified if their abstract is chosen within the context of a roundtable topic.


## C. The Submission Process

### 1. Submitting a new abstract

1. Log in to the submission system when your abstract is completed and ready to send. To log in, go to the ISM9 website and follow the links to the online abstract form.

2. When you click the "log in" button, you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system, you should click the link that says "Click here to submit a new abstract". Then enter your email address and choose a password.

3. Submitting an abstract is a multi-step process. Each step asks several questions:

   - Step 1: complete your demographic details

   - Step 2: enter, eligibility for award (e.g. student prizes)

   - Step 3: enter abstract title, text, authors and affiliations

   - Step 4: review your submission and submit

   Please note that only upon successful completion of your abstract submission will you receive an automated email. If this is not received, then please contact events@hg3.co.uk.

## 2. Amending a submission is allowed

You will be able to amend your abstract up until the submission deadline of Friday 26th January 2024.

## 3. Withdrawing an abstract

If you want to withdraw an abstract, please contact Hg3 Conferences at events@hg3.co.uk.

## Abstract acceptance and presentation

1. Authors will be notified of the status of their abstract at the beginning of March 2024.

2. Abstracts will be accepted as either a short oral communication or as a poster presentation.

   a. Oral communication sessions will be held throughout the conference.
   b. Posters should be on display for the duration of the conference. The presenting author must be available to present their poster during the designated poster sessions.
   c. The top scoring student oral talks and posters will be awarded during the closing ceremony on Friday 21st June 2024.

3. The presenting author must register to attend the conference as a condition of acceptance.

## Abstract Enquiries – please contact:

Hg3 Conferences

Tel: +44 (0) 1423 529333
Email: events@hg3.co.uk

Conference Website for further event details: www.ism9.co.uk