



**UNIVERSITY OF
MANCHESTER**
13-14 SEPTEMBER

Abstract Submission Guidelines

CLOSING DATE: Midday, Monday 27 March 2023

Deadline extended until 5pm, Monday 24 April

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 midday Monday 27 March 2023.

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 and audit/service evaluation 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. Abstracts describing a case report or case series should provide a learning outcome and also be presented in a structured format, eg: Background; Clinical presentation; Investigation; Management; Discussion. 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.
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. Abstracts containing a figure will have a reduced word count of 300 words. Images/figures should be uploaded as a jpeg/jpg image with a maximum file size of 4mb
10. Word limit: Abstracts without a figure may be up to 350 words long (to include the title and main body text). Abstracts containing a figure may be up to 300 words long. Abstracts which exceed the word limit will be disqualified.
11. 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.
12. Drugs should be referred to by their approved name rather than their proprietary name.
13. The language of the conference is English and all abstracts should be prepared in English.
14. 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".
15. As a member of the Association of Medical Research Charities (AMRC) the Royal Osteoporosis Society supports their statement on Animals in Research (the full statement is on their website www.amrc.org.uk). The AMRC and the charity would like to see future advances made without research involving animals, but currently work with animals continues to be essential in some aspects of medical research. We therefore support the dissemination of research where no alternative to animal use exists and where it is carried out according to best practice as laid down in legislation.
16. 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, in order to merit acceptance in their own right. Closely related results from the same study should be restricted to one abstract.
17. 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.

18. Clinical discussion workshops will take place during the conference. Applicants submitting an abstract in the 'case report/ case series with a learning outcome' category or the 'Clinical audit/ service evaluation' category will be asked if they are happy for their abstract to be used as a point of discussion during a clinical discussion workshop. Authors who agree for their abstract to be considered for use in a workshop will be notified if their abstract is chosen for discussion.

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 Royal Osteoporosis Conference 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 and membership information
 - 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 charlotte.turpin@hg3c.co.uk

1. Amending a submission is not allowed

You will be not be able to amend your abstract after it has been submitted.

2. Withdrawing an abstract

If you want to withdraw an abstract please contact Charlotte Turpin at Hg3 Conferences, charlotte.turpin@hg3.co.uk

Abstract acceptance and presentation

1. Authors will be notified of the status of their abstract at the end of June 2023.
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 breaks and lunches throughout the conference.
 - c. The top scoring abstracts will be awarded a commendation certificate at the Linda Edwards Memorial session prior to the conference closing on 14 September.
3. The presenting author must register to attend the conference as a condition of acceptance.

Abstract Enquiries – please contact:

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Conference Website for further event details: www.theros.org.uk/healthcare-professionals/osteoporosis-conference/