



ABSTRACT SUBMISSION GUIDELINES

Deadline for submissions: 22 March 2023

Word Limit: 250

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.

Please note: If your abstract is accepted for poster presentation at least one author **MUST** register for the full conference.

Types of project/abstract

APTUK aims to be inclusive in the forms of work accepted for poster presentations. Therefore, the categories available for your abstracts are:

- **Research** - includes quantitative & qualitative primary research, and evidence synthesis projects. Abstracts accepted in this category are expected to result in the presentation of completed projects with definitive results.
- **Research Work-in-Progress** - use this category if you will **not** have definitive results ready for presentation at the conference.
- **Audit or quality improvement – scientific** projects.
- **Quality/service improvement – descriptive** submissions.
- **Educational** submission – includes e.g. case reports and pictorial reviews.
- **Other** – please specify.

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.



HOW TO SUBMIT YOUR ABSTRACT

Using the online abstract submission system

1. Abstracts are required for all posters. Abstracts **MUST** be submitted using the text entry template provided.
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.

Withdrawing an abstract

If you want to withdraw an abstract, please log in, click submissions and then edit submissions, choose the abstract you wish to withdraw and click on the pencil and paper image, you can see the option to withdraw. Otherwise, please contact the conference organisers at aptuk@profileproductions.co.uk

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 makes several requests:

Step 1: Add submitter details

Step 2: Enter your abstract title, your abstract and references

Step 3: Add Author(s) name(s), affiliations, and email (for each author please press save) and accept the terms and conditions

Step 4: Confirmation and Submit – please use this step to review your submission and confirm submission by pressing finish

During the submission process you will be asked permission for your abstract to be published on the conference website and in the abstract book.

Amending a submission

You will be able to edit your abstract until the submission deadline. To do so:

1. Log in to the submission system, click on submission > edit submissions
2. You will see a list of the abstracts that you have submitted. Click on the pencil and paper next to the abstract that you wish to change
3. The process of amending an abstract is the same as the original submission process
4. When you reach the final step, press “Finish submission”



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).
3. Research Work in Progress abstracts are for Work in Progress presentations as a distinct category and these will concentrate on background, rationale and, in particular, will contain considerable methodological detail while making it clear that results will not be included in the presentation.
4. Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
5. Use generic names of drugs.
6. If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
7. 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.
8. 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.
Email: aptuk@profileproductions.co.uk Tel: 020 3725 5840

