Abstract Submission Instructions

If you have any difficulties in submitting your abstract contact the abstract management secretariat on +44(0)1454 642240 or at ects2016@bioscientifica.com

How to use the online abstract submission system

A. Submitting an abstract

1. For instructions on how to log in please see the 'Submission Process' guidelines in Section C of this document. In Step 1 of 5 after you log in you will need to download the submission template: You can download a copy of the template here.
The template is a Microsoft Word file designed to ensure that your abstract is prepared in the right way for publication. Please save this template file to your PC's hard drive and use it when you prepare your abstract. **You must use the template to submit your abstract or your abstract may be rejected.**

2. If you are submitting more than one abstract you can use the same email address and password for each abstract. Please remember that each author may be named first on only two abstracts.

3. Abstracts will **only** be accepted if submitted **using the template form provided**.

4. The abstract must be **no longer than 300 words** (including numbers and symbols) and use the **Arial font in size 10**. If your abstract is longer than the template, your abstract will be truncated.

5. You may include a small table, maximum 7 columns and 5 rows, anywhere in the abstract, but you **must** reduce text to accommodate this. (Graphics and equations are not permitted).

6. Special characters are permitted and as the template is a Word Document these can be easily included.

7. Open the template file and enter your abstract into it following the instructions above. Save it and make a note of its saved location.

Please use the example below as a guide.
If you have any queries, then please do not hesitate to contact the abstract management secretariat on +44(0)1454 642240.

An example of a correctly submitted abstract

ECTS 2016

Important notes:

You **MUST** use this template. If you don't use it your abstract will be rejected.

Do **NOT** enter author and institution information on this form. Any text or images outside the boxes will be deleted.

Do **NOT** alter this form by deleting parts of it or adding new boxes. Simply enter your information into the boxes. The form will be automatically processed – if you alter it your submission will not be processed correctly.

Please save this file in .doc or .docx format

Title:

> The example of a correctly submitted abstract
> Title goes here.

Abstract: (Your abstract <u>must</u> use Normal style and <u>must</u> fit into the box. Do not enter author details)

> The text of your abstract will be included here.
>
> It will be no more than 300 words, will be presented in Arial size 10 font and will be submitted in English.
>
> Your abstract text body will not include any author names as this is done when filling in the submission form on-line.
>
> Your abstract text body will not include any references to your institution as a blind marking procedure is adopted.
>
> Your abstract should be attached to the on-line form as a word document, not as a PDF.
>
> You should not include Keywords in your abstract.
>
> As long as you follow these rules, your abstract will be accepted and sent for marking.
>
> The responsibility for submitting a correct abstract lies with the author.

ECTS
European Calcified Tissue Society

B. Preparation of your abstract

1. 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 authors and their affiliations (institutions) will be entered on-line when you submit the abstract.

2. An abstract that has already been **presented orally** at another international meeting / congress within Europe prior to the time of submitting the abstract to ECTS 2016 can only be considered for poster presentation, but not for oral presentation.

3. In contrast, the Scientific Programme Committee will be happy to consider abstracts presented at **international** meetings / congresses **outside of Europe or** at **national** meetings / congresses for both **oral and poster presentation, depending on quality.** Authors are however strongly advised to **add new data** generated between the last presentation and the ECTS 2016 abstract deadline **to the abstract submitted.**

4. The title should be as brief as possible but long enough to indicate clearly the nature of the study.

5. Abstracts should be:

    a. as informative as possible

    b. The title should be as brief as possible but long enough to indicate clearly the nature of the study.

    c. Abstracts should be as informative as possible:

    d. State the specific objective of the study

    e. State the method used, if pertinent; state whether experiments were in vivo or in vitro

    f. Ethical approval should be indicated when experiments are performed on human subjects or animals

    g. Summarise the results obtained. Where a study generates hard data (numbers and statistics) this must be included within the abstract. Statements such as 'results will be presented' are not accepted.

    h. Abstracts must include data and this will be the main component of the abstract. Authors must include within the abstract a clear description of the results and all appropriate data to support any conclusion thy wish to make; an abstract without supporting data will be rejected.

    i. State the conclusions reached.

6. Abstracts will be reproduced as submitted. If accepted your abstract will appear in the official abstract publication of the congress on the web exactly as submitted and any typing error will be visible.

7. You can amend abstracts on line until **15 January 2016**.

8. The Scientific Committee reserves the right to decide on the form of presentation, oral or poster, in the interest of the programme.

C. The submission process

1. Log in to the submission system when your abstract is completed and ready to send. To log in, enter your email address and the password you chose when you registered with the system.

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".

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

   • Step 1: click the "Browse" button and locate your abstract file on your PC's hard disk. Fill in answers to any other questions on this screen and then click the "Next" button. Your abstract file will be sent to our system – this can take a few seconds if you have a fast internet connection, but may take longer if your connection is slow. Please be patient!

   • Step 1: you can copy the abstract title from your Word document and paste it into the Title field on the submission form. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form – you may have to correct this by writing the name of the symbol in full, for example "beta" instead of β. Your Word document will not be affected.

   • All steps: some questions are marked "Mandatory". We cannot accept the abstract until these questions have been answered.

   • All steps: if you do not know the answer to a question, you can skip the question and return on a later occasion to complete it.

   • Final step: once you have completed this step click the "Finish" button. If you have answered all the mandatory questions then your abstract will be assigned a reference number and you will receive email confirmation. If you have not answered all the mandatory questions your abstract will be held in temporary storage until you return later and complete all the questions.

D. Amending a submission

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself.

Please **amend** the original submission, **do not start over,** which will leave two submissions in the system and will confuse the markers.

1. Log in to the submission system

2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.

3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don't have to change an answer if you don't want to.

4. If you want to change your abstract file you can click the "Browse" button to locate the revised file on your PC's hard disk, then click "Next" to send it to the abstract system. If you don't want to change the file, just press "Next" to bypass this step.

5. When you reach the final step and press "Finish" you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

E. Withdrawing an abstract

If you want to withdraw an abstract please contact the congress secretariat on +44(0)1454 642240 or via email ects2016@bioscientifica.com