



## **Abstract Submission Guidelines**

### **Can I make a submission?**

The Organising Committee invites Members and Non-Members to offer a paper for presentation at the ASCN UK Annual Conference. During the submission process you may inform us whether you wish to submit your abstract for a poster presentation, an oral presentation or be considered for either a poster or oral presentation.

### **Do I have to pay to submit my abstract?**

There is no fee for making a submission. If your submission is accepted for presentation then you will be required to attend the conference and pay the conference registration fees. Further information will be sent to you when authors are notified of the outcome of their submission on Friday 13<sup>th</sup> July.

### **How to submit an abstract**

#### **1. Important Information**

- a. Abstracts are submitted online. Please see below for further details.
- b. If you are submitting more than one abstract, you can use the same email address and password for each abstract.
- c. Abstracts are required for all paper and posters. All abstracts must be submitted online by the deadline of Friday 1<sup>st</sup> June. Submissions will not be accepted after this date.

#### **2. Preparation of your Abstract**

A "blind" selection process will be used when reviewing the abstracts. 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 address affiliations (institutions) will be requested during the submission process, in a separate section.

Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work. The maximum word count is 300 words. There is a separate section for references if required and should be no more than 200 words.

Title:	appropriate, meaningful and should be as brief as possible but long enough to indicate clearly the nature of the study.
Aims/Objective:	explicitly state the aims and objectives
Content:	explain the purpose and background of the topic and why this would be of interest
Method:	Identify if a case study or describe your selection of observations or experimental subjects and how the study was conducted
Results:	Present your case study / results in a logical sequence in text, tables and/or illustrations showing the overall significance of the topic. If results are pending at the time of your submission, please highlight this and confirm if the results will be available for the conference.
Conclusion/Outcomes:	Clearly state the conclusion/outcome and what value this has to the knowledge of specialist practice/ patient outcomes.

#### **3. The Submission Process**

- a. Log in to the submission system when your abstract is completed and ready to be submitted.
- b. When you click the "Submit Here" button, you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully and select the "Create New Account" button and enter your information.
- c. Submitting an abstract is a multi step process. Each step asks several questions:

- Step 1: Enter the full title of your submission in no more than 50 words
- Step 2: Choose your preferred means of presentations – poster, oral or either
- Step 3: Specify the theme that best describes your submission  
E.g. case study, service development/ evaluation; research, collaborative team working, political, education, product evaluation, other
- Step 4: Enter your authors and their institutions
- Step 5: Enter your abstract (max. 300 words)
- Step 6: Summarise two learning objectives of your submission in no more than 30 words all together
- Step 7: Enter any references associated with the abstract in no more than 200 words
- Step 8: Review your submission before clicking the submit button or saving as a draft

**PLEASE NOTE THAT ONCE YOU SUBMIT YOUR ABSTRACT YOU WILL NOT BE ABLE TO EDIT IT.**

### **Amending a submission**

Should you need to amend your abstract after you have submitted this please contact the Conference Secretariat, [ascnuk@in-conference.org.uk](mailto:ascnuk@in-conference.org.uk)

### **Withdrawing an abstract**

If you want to withdraw an abstract please contact the Conference Secretariat, [ascnuk@in-conference.org.uk](mailto:ascnuk@in-conference.org.uk)

### **How are abstracts selected?**

Abstracts are reviewed and shortlisted by the ASCN UK Committee using a [marking criteria](#). All abstracts are anonymous during the shortlisting process. Abstracts are invited under all topics.

### **When will I hear about the outcome of my submission?**

We will write to everybody on Friday 13<sup>th</sup> July with details on the outcome of their submission. Please do not call the office for details until week commencing 16<sup>th</sup> July 2018, should you have any queries. We are only able to give information to the person who submitted the abstract.

### **Where are abstracts published?**

All those submissions that are accepted for presentation will be published in the conference Final Programme. We will print your abstract from the version supplied by you. It will be printed exactly as submitted which means that any errors or spelling mistakes will show. Please proof read your submission very carefully.

### **Any questions?**

Should you have any queries relating to your abstract then please do not hesitate to contact the Conference Secretariat, [ascnuk@in-conference.org.uk](mailto:ascnuk@in-conference.org.uk)