

# How to use the online abstract submission system

## Submitting an abstract

1. All abstract submissions can be completed online. You will be able to copy and paste your prepared abstract into the online template.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract.
3. Abstracts are required for all orals and posters.
4. Each abstract must fit within the abstract template.
5. Please note that if the template size is changed in any way the abstract may be rejected.
6. The word count for abstract submission is **304 words, together with no more than 2 tables, graphs or images, this includes headings. The online system will not allow more than 304 words, and your submission will be incomplete until the word count is 304 or less.**

Abstracts will be marked out of a total 10, with consideration given to:

- *Quality and clarity of abstract*
- *Contribution to practice and knowledge*
- *Overall quality and originality of work*

## Preparation of your abstract: Scientific Paper

1. A “blind” selection process will be used. No identifying features such as names of authors, hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. **The names of authors and their affiliations (institutions) will be requested during the submission process.**
2. The title should be brief but indicate clearly the nature of the study. Please use sentence case. No full stop at the end.
3. Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.  
**Introduction:** Clearly state the purpose of the abstract  
**Methods:** Describe your selection of observations or experimental subjects clearly  
**Results:** Present your results in a logical sequence in text, tables and illustrations  
**Discussion:** Emphasize new and important aspects of the study and conclusions that are drawn from them

## Preparation of your abstract: Case Study

1. Identifying features such as names of hospitals, regions or cities may be listed in the text of the abstract.
2. No patient identifiable details should be included, permission must be sought from the person/family to use individual cases.
3. The title should clearly describe the case study
4. Abstracts should provide a clear introduction, case presentation, outcome and discussion  
**Introduction:** A clear description of the context of the case  
**Case Presentation** Events of the case described in a clear order, why is it interesting to share?  
**Outcome:** What was the end result?  
**Discussion:** What learning can be gained from this case?
5. Abstracts should include 2 pictures to enhance the case study.

## The submission process

1. Log in to the submission system when your abstract is completed and ready to upload. 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 complete the form shown.
3. Submitting an abstract is a multi-step process. Each step asks several questions:
  - You will see the online form once logged in and can copy and paste or type details into each section.
  - Copy your abstract into the abstract section, ensuring that you include the subtitles –  
**Introduction:**  
**Methods/Case:**  
**Results/Outcome:**  
**Discussion:**
  - Images and tables can be included but need to be compressed in order to be copied into the abstract field.
  - Some questions are marked “required”. We cannot accept your abstract until these questions have been answered.
  - If you do not know the answer to a question – for example you may not be sure in which category your abstract should be presented – you can skip the question and return on a later occasion to complete it.
  - Final step: once you have completed this step click the “**Submit**” 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.

### 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.

1. Log in to the submission system
2. Click on the ‘**Amend a Previous Submission**’ button
3. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
4. 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.

### Withdrawing an abstract

If you want to withdraw an abstract please contact the congress events team on 01625 664547 or email [secretariat@bts.org.uk](mailto:secretariat@bts.org.uk)