



## ABSTRACT SUBMISSION GUIDELINES 2017

**The Preoperative Association would like to make a call for papers to be presented at the PREOPERATIVE ASSOCIATION CONFERENCE in York, on 16<sup>th</sup> November 2017.**

A submission form and signed author declaration form (signed by corresponding author) must accompany each abstract. A template can be found attached to this document.

The closing date for abstract submission is **Friday 15<sup>th</sup> September 2017**. Abstracts received after this time will not be accepted. Each abstract should be submitted as a Word or PDF file, labelled as "PREOP-1st author surname-brief topic" (e.g. "PREOP-Smith-morphine") and **emailed to [pre-op@aagbi.org](mailto:pre-op@aagbi.org)**. Please indicate clearly the grade of the presenting author and current place of work. A confirmation email will be sent on receipt (during office hours only).

Following submission an independent peer review (and scoring) of all abstracts received will determine which are to be accepted for presentation. Authors will be contacted by email to inform them if their abstracts have been accepted.

### **Free Papers**

The highest scoring abstracts will be selected for Free Paper presentation. If invited to present in this format it will be in a programmed parallel sessions at the Conference. **Free Paper presentations will be 10 minutes in total: 7 minutes for presentation with 3 minutes for questions.**

### **Poster Presentations**

As an alternative to a Free Paper, authors may be invited to display their work as a poster. Posters should be up to A0 size and orientated in **portrait** (not landscape) view. Presenters of posters will be sent further instructions nearer the meeting date. Posters provide an excellent opportunity for authors to introduce their service developments and share good practice. All accepted posters are displayed throughout the duration of the conference.

Due to the high volume of abstracts submitted annually, and limited presentation space for posters, it is unfortunately not always possible to accept all abstracts submitted for presentation at the Conference. Under these circumstances abstracts scoring most highly (in ranked order) following independent peer review will be offered the opportunity to present. The Preoperative Association is unable to provide peer review feedback on any abstracts not accepted for presentation.

All accepted abstracts are printed in an official Conference book to be distributed to all delegates.

***All presenters must pay for registration at the meeting; travel and accommodation will not be reimbursed by the Preoperative Association. Non-members of the Preoperative Association are welcome to submit abstracts, but will be required to pay the standard non-member registration fee if selected to present at the conference.***

If you have any queries regarding abstract submission, please email [pre-op@aagbi.org](mailto:pre-op@aagbi.org)

### **Abstract format**

- Abstracts must fit on a single side of A4 in portrait format (including relevant references) with 2.5 cm margins
- A single column format should be used. Split column formats will not be accepted.
- Font should be Arial size 10, with a **maximum word limit of 350** (excluding references and section headings)
- Single line spacing with a blank line separating section headings
- Sections should be headed as follows: Title, Introduction, Methods, Results, Discussion, References (where required). Only one paragraph is allowed per section
- A maximum of 3 references, which should be presented as follows: *First author only. Title of publication. Full journal name, year of publication, reference index*  
e.g. Smith A. *Selecting preoperative tests: which guidelines should we follow?* *British Journal of Anaesthesia* 2015; 22: 123-131
- A single table OR figure is allowed but must be embedded within the body of the abstract
- The lead or presenting author surname, initials and the institution where the work was carried out should be included on the abstract. Other authors can be included on the abstract, otherwise space is available on the submission form
- Acknowledgement of any sources of funding should be included

### **Abstract submission**

- Please submit your completed abstract together with the attached submission form and signed author declaration form. Electronic signatures are encouraged. Where the submission form is signed in wet ink, it will need to be scanned and submitted as a PDF file to accompany the abstract and comply with electronic submission requirements
- Only electronic email submissions to [pre-op@aagbi.org](mailto:pre-op@aagbi.org) will be accepted as a **Word or PDF** file
- **Submission deadline is midnight, Friday September 15<sup>th</sup> 2017**

### **Top Tips**

- Follow the guidelines above
- Abstracts with a Preoperative focus are likely to have a higher chance of being successfully accepted
- For authors with limited experience in writing and submitting abstracts, it is recommended to seek support from an appropriately experienced colleague to maximise chance of success
- Ask an independent colleague to read your abstract and provide you with feedback prior to submitting

**Note: In preparing your submission please follow the instructions carefully. Acceptance of your abstract is conditional on your compliance with these instructions, and failure to follow these requirements may result in abstracts not being accepted and/or not being published.**

**SUBMISSION FORM FOR ABSTRACTS FOR PREOPERATIVE ASSOCIATION  
CONFERENCE 2017**

**TITLE OF ABSTRACT**

**AUTHORS**

Name	Email address	Institution

Please tick if the first author is not the individual who will present the paper/poster) and provide details

This work is:

- (Please tick one box)
- Original Research
  - Audit
  - Survey
  - Case Report or Case Series
  - Quality Improvement project

**Declaration: By submitting this abstract, I hereby confirm that:**

This work has not been published elsewhere, either as an abstract or as a full paper in a journal or website (*This does not preclude presentation at another meeting, so long as the abstract has not been published. If the full paper has been accepted by a journal, it must not be published (in print or online) before this abstract is presented. Please seek advice from the Preoperative Association if uncertain. If the abstract has been presented at another meeting, it is not necessary to state this in the abstract, but it **must** be stated during oral presentation/included on the poster*).

That appropriate ethical approval has been obtained and that written informed consent has been obtained from research subjects, and written consent for publication from patients for case reports. (*It is not necessary to state this in the abstract, but it **must** be stated during oral presentation/included on the poster*).

That any commercial interests or conflicts of interest regarding the abstract have been declared explicitly (*please give details where necessary*).

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**Signed on behalf of all the authors, all of whom have contributed to, seen and approved the submitted version:**

..... (Signature of corresponding author)  
.....

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**Selected for presentation as**

- Please tick one box)
- Free Paper
  - Poster
  - Not accepted