# Abstract submission checklist

Below you will find the major key points and rules needed to prepare your abstract.

**Template:**

- ☐ Download the word template on the abstract submission platform

**Title:**

- ☐ Title should be on a single line (no paragraphs)
- ☐ Length is 50-250 characters (including spaces)
- ☐ Do not use all capital letters and do not capitalise the first letter of each word
- ☐ Do not use any abbreviation in the title
- ☐ Do not put a period at the end of the title

**Authors:**

- ☐ Mandatory fields: Complete first name (not only your initials), last name, email and country
- ☐ Indicate corresponding and presenting authors (if different from submitter)
- ☐ When copy/pasting names, make sure there is no space after the name

**Affiliations:**

- ☐ Department (optional), institution/company, city, country
- ☐ Do not use all capital letters and do not capitalise the first letter of each word
- ☐ When entering new author's affiliation, if the affiliation the same make sure it is written the same way

**Abstract body:**

- ☐ The following blocks are available in the abstract body and appear in the word template:
    - o **Background and Aims:**
    - o **Methods:**
    - o **Results:**
    - o **Conclusions:**
    - o **Figure: limited to one figure OR one image OR one table per abstract see example below:**



OR



OR

**Abstract body:**

- Do not change the headings, the system will not allow you to upload a document with modified headings:
- In total, the ideal number of block characters (including spaces) should be between 500-2500
- You do not need to enter content in all blocks
- Do not leave spaces between each blocks
- Write immediately after the block's semicolon example:

  Correct

  - ✓ **Background and Aims:** Many acute liver diseases are accompanied by …

  Wrong

  - ✗ **Background and Aims:**

    Many acute liver diseases are accompanied by …

- Main formatting rules:
  - Define all abbreviations at first use
  - Decimal point should be a period (2.5)
  - Put spaces between signs and number (2.5 = a)
  - Significance value should be small 'p', not bolded nor italic (p > 2.5)
  - Avoid using symbols (use "alpha", not $\alpha$). <u>Never use the "symbol" font</u>

**Young Investigators:**

If you are under 35 or still in training you can apply for a travel bursary

- Upload proof of age or training

**Disclosure - Conflicts of interest:**

- List ALL your conflicts of interest even if unrelated to the abstract
- Indicate the company(ies) for the different types of conflicts for each author
- If the type is not listed, use the "other" field and indicate the nature of the conflict
- In case of use of off-label products, disclose the name of the product and the manufacturing company