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

☐ Title should not have each word capitalised.

Examples:

✓ This is a CORRECT example *title* for *your* ABSTRACT

✗ THIS IS AN INCORRECT EXAMPLE TITLE FOR YOUR ABSTRACT. (ALL Caps)

✗ This Is An Incorrect Example Title For Your Abstract. (Each word Capitalised)

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 <u>OR</u> one image <u>OR</u> one table per abstract see example below:**

OR

OR

IMPORTANT: Should you upload more than **one figure** <u>OR</u> **one image** <u>OR</u> **one table** we will keep the first and automatically delete the other(s).

- ☐ 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
- ☐ The characters of the table are included in the count of the total number of characters used
- ☐ 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:
    - o Define all abbreviations at first use
    - o Decimal point should be a period (2.5)
    - o Put spaces between signs and number (2.5 = a)
    - o Significance value should be small 'p', not bolded nor italic (p > 2.5)
    - o Avoid using symbols (use "alpha", not α). <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

Modifications:

- Do not withdraw a paid abstract submission
- Modifications on draft abstracts can be done on the platform until DEADLINE, by logging here