EASL meetings- Abstract submission guideline

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

Template

- Download the word template on the abstract submission platform

Topic

- Choose your topic so that it will be reviewed in the appropriate category

Title

- Title should be on a single line (no paragraphs)
- Length is 50-250 characters (excluding 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. Choose your topic so that it will be reviewed in the appropriate category

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:

- **Background and Aims:**
- **Methods:**
- **Results:**
- **Conclusions:**
- **Figure:** limited to one figure OR one image OR one table per abstract see example below:

![Figure](image1.png) OR ![Image](image2.png) OR ![Table](image3.png)

**IMPORTANT:** Should you upload more than one figure OR one image OR 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 (excluding 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 block
- 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 α). *Never use the “symbol” font*

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-Conflict 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 the submission deadline of the given event