



## ABSTRACT SUBMISSION GUIDELINES

**Deadline for submissions: 09.00 CET - Monday 18 February 2019**

**EUFEMED 2019** welcome abstracts for both oral and poster presentations dealing with all aspects of early drug development in humans including: clinical studies, innovative methods and imaging techniques in exploratory medicines development. The presentation of data at this meeting will provide the opportunity for scientific interaction and discussion with a highly informed audience.

Abstract submissions are very much encouraged. The winners will be announced at the Conference Dinner on Thursday 16 May 2019. All accepted abstracts will be published in the Final Programme and available on the EUFEMED website.

The abstracts for EUFEMED 2017 were published in *Frontiers* and the Programme Committee are planning to publish the 2019 abstracts in the same or similar journal.

### USING THE ABSTRACT SUBMISSION SYSTEM:

Submitting an abstract is a multi-step process. Each step asks several questions. Some questions are marked "required" and you will not be able to complete your submission until these questions have been answered. You will save your work as you proceed through the pages. The back button on your browser should function for navigating to previous pages in the system. If you have to stop part way through the process your submission will be saved, but not submitted until you return later and complete all the questions. When you log in again you can click on your incomplete abstract and resume submission. After submission, you can continue to amend your work until the submission deadline.

**Authors are advised to print each page of the process for their own records, as a copy of the submission will not be available after they click on the final SUBMIT button.**

### AMENDING A SUBMISSION

You may wish to change your submission. You can do this at any time up to the deadline (09.00 BST – Monday 18 February 2019).

- Log in to the abstract submission system. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- Amending an abstract is just the same as the original submission process except the online form will be automatically filled in with the answers you gave previously.

- When you reach the final step and press “Confirm submission” you will be sent an email confirming that your abstract has been amended.

## QUERIES

If you have any queries about the submission process or you want to withdraw an abstract please contact the Secretariat [eufemed@conferencecollective.co.uk](mailto:eufemed@conferencecollective.co.uk) quoting your abstract reference number.

## PREPARING YOUR ABSTRACT

- Aim to capture the conference committee’s interest.
- Be clear and concise.
- Check the abstract carefully, or better still, ask a friend who doesn’t know the work to check it for spelling, grammar, readability and clarity.

## TITLE

The title of your abstract should be succinct yet clearly describe the content of the work. Use sentence case (i.e. the first letter of the sentence is capitalised, with the rest being lower case except for proper nouns and acronyms). Do not use any abbreviations in the abstract title. The titles of accepted abstracts will be published in the final conference programme and on the conference website. You should adhere to the original title and content of the abstract when presenting.

## ABSTRACT CONTENT

1. Your abstract should not exceed **250 words** excluding figures and/or tables.
2. Abstracts may be reduced in size for printing, so all lettering, symbols, tables, graphs and lines should be clear and distinct.
3. Do not include author names in the title or body of your abstract because a “blind” reviewing process will be used – you can enter the names online during the submission process.
4. Abstracts must be submitted in English.

## GENERAL STYLE GUIDELINES

1. Abstracts should be structured under appropriate headings for the nature of the work, e.g.:
  - a. Purpose/Background/Objectives
  - b. Methods
  - c. Results
  - d. Conclusions
2. Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
3. Use generic names of drugs.
4. If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
5. Referencing and citations in Vancouver format are allowed – see further details below. References should be numbered in the order in which the citations appear in the text.

## REFERENCES

References should be listed in the separate box provided in the abstract submission system.

- References should be kept to a minimum and should be consistently and accurately presented in Vancouver style.
- The reference list is not included in the word count but the citation numbers within the abstract are.
- Only sources referred to in the text should be included.

## PRESENTATION TYPE

There is a choice of two presentation formats – oral or poster. Please indicate your choice of presentation format. The conference programme committee will make the final decision on presentation format.

**EMAIL ADDRESS**

Please supply a contact email address for publication in the book of abstracts.

**BIOGRAPHY**

Please supply a brief biography for the principal and second author/presenter.

**AUTHORS**

Give first name initial, first name, last name and institution name (place of work or location where work was carried out) of main authors associated with the abstract. Omit degrees, titles or appointments.

**If you have any questions regarding submitting an abstract, please contact:**

**EUFEMED 2019 CONFERENCE SECRETARIAT**

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Please refer to the website for programme updates: [www.eufemed.eu](http://www.eufemed.eu)