Abstract guidelines for authors | Rheumatology 2017

To submit an abstract

- Please read the guidelines listed below carefully before starting your submission.
- After reading the guidelines, to submit a new abstract choose “New Submission” on the home page of your account.
- To view abstracts that are in progress, or already submitted, click on the title of the abstract you wish to view.
- After submission, you may log back onto the system and view your proof on the home page.

DEADLINE: Friday 28 October 2016, 23:59 GMT

1. NUMBER OF SUBMISSIONS
   There are no restrictions on the number of abstracts you submit or on the number of abstracts you may present.

2. WORD LIMIT
   There is a limit of 450 words for the text of your abstract submission.

3. TABLES
   Tables are optional but please note only one table is permitted per abstract, and will reduce your word count by 100 words. Tables must be referenced in the abstract and have a title. Please ensure that a legend is included where necessary and any symbols/keys are explained. Tables can be copied from a Word document directly into any of the boxes (e.g. Background, Methods, Results, Conclusion) after selecting ‘Enter your abstract Text’. You will still be able edit the table using the ‘Edit Data’ and ‘Edit Format’ tools to amend your table should you need to. Tables can be copied from a word document into the ‘abstract content’ boxes rather than creating a new table via the site.

4. REFERENCES
   Please do not include references in your abstract. Should your abstract be accepted and references are included, they will be removed when the abstract is published. Please include your references in the slides of your oral presentation or your poster presentation.

5. SPECIAL CHARACTERS and FORMATTING
   To ensure that special characters will be published correctly in accepted abstracts, please click here and enter the character(s) by using copy and paste (Internet Explorer 5.5 and higher). If you are experiencing any difficulties inserting them into your abstract please contact the events or technical team (see point 14 for contact details).

6. TITLE
   Do not put your title in quotes; use acronyms or include abbreviations or information in brackets. Do not use bold or italics and please do not include tradenames. Abstract titles will be published and printed in uppercase in the abstract book however may be sentence case if printed in the printed conference programme.
7. **AUTHORS**
   Please enter all authors full first and last name, in the order they should appear, in the heading of the abstract. You will also need to include their email addresses so they can be informed the abstract has been submitted on their behalf. If you (the Contact Author) are not the Presenter on an abstract, you will need to provide full contact information on the Presenter.

8. **INSTITUTIONS**
   Enter all department and institutional affiliations (Department, Institution, City, (State) and Country) for example Rheumatology: King’s College London, London, UK. Should these be incomplete you may be contacted by our copyeditor to provide them.

9. **DISCLOSURES AND CONFLICTS OF INTEREST**
   When completing the author information you will be asked to enter any relevant, direct or indirect, financial or personal disclosures. You do this by clicking ‘add’ in the table shown under ‘additional information’ in the author section. For each disclosure please describe the conflicts in full, including description and company names, and use the initials of the author. For example: ‘D.P. has received funding for research from Roche, Pfizer and BMS’.

10. **FUNDING STATEMENT**
    Details of all funding sources for the work in question should be included at the end of the abstract body. The following rules should be followed:
    
    - The full official funding agency name should be given, i.e. ‘National Institutes of Health’, not ‘NIH’ (full RIN-approved list of UK funding agencies).
    - Grant numbers should be given in brackets as follows: ‘[grant number xxxx]’.
    - Where individuals need to be specified for certain sources of funding, the following text should be added after the relevant agency or grant number ‘to [author initials]’.
      For example: ‘Funding statement: This work was supported by the National Institutes of Health [AA123456 to C.S., BB765432 to M.H.]; and the Alcohol & Education Research Council [hfygr667789].’

11. **ETHICAL APPROVAL AND INFORMED PATIENT CONSENT**
    All abstracts in which experiments on patients or healthy volunteers, patients’ case histories or use of genetic material are reported should have approval from the relevant institutional review board(s)/ethics committee and informed consent from participants.

12. **PATIENT CONSENT**
    We follow the International Committee of Medical Journal Editors (ICMJE) guidelines for reporting about patients. Patients have a right to privacy that should not be infringed without prior informed consent.

    Identifying information should not be published in written descriptions, photographs and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) has given written informed consent for publication. Informed consent for this purpose requires that the patient be shown the manuscript to be published.

    Identifying details should be omitted if they are not essential, but patient data should never be altered or falsified to attain anonymity. We understand that complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity.
For abstracts that contain detailed patient information about a living individual the patient’s explicit consent must be obtained before submission. It is the submitting author’s responsibility to obtain a signed patient consent form from each patient. This form needs to be retained by the submitting author in the event that it should be needed. By submitting this abstract the author confirms that this requirement has been met where appropriate.

13. PRE-SUBMISSION ABSTRACT PROOF
Carefully check the proof of your abstract. Make sure all special characters and formatting displays properly in your proof. If you find errors, return to the appropriate page by clicking on the page name in the sidebar menu, and make your corrections.

14. SUBMITTING YOUR ABSTRACT
If you have not completed all required sections/items you will not be able to submit your abstract. When all required information is entered, you will see a ‘Complete’ message in the ‘review my work’ section. You can opt to send an email confirmation of your submission. Once the abstract is complete it will be submitted for review (after the deadline). Though, please be aware you are able to edit your abstract(s) until the submission deadline.

15. TECHNICAL SUPPORT
Oasis technical support is available Monday to Friday from 9 am - 5pm CT (3pm - 11 pm GMT). Should you need technical assistance, please email support@abstractsonline.com or call (+001) 217.398.1792.

For any other questions or comments, please contact BSR’s events team, events@rheumatology.org.uk or via phone 0207 0842 0900.