



ABSTRACTS SUBMISSION REQUIREMENTS

The below requirements must be met when the abstracts are submitted, otherwise BMJ cannot guarantee publication on schedule.

SUBMISSION FORMAT

- Abstracts should be submitted electronically in **Microsoft Word**. Abstracts should be grouped together in one Word file, NOT supplied as individual files.
- The files should not be password protected. Additional coding should be removed.
- The abstracts should be in their final form at the point of submission.
- Any boxes/key lines surrounding the abstracts should be removed.
- Check that there are no conversion errors in the Word files, especially foreign characters and mathematical symbols. We require <10% 'junk' characters otherwise we may ask you to resupply files.
- Do not include citations to the figures or tables within the abstracts.
- Each submitting author is required to comply with BMJ Group's policy on AI use available at the following URL: <https://authors.bmj.com/policies/ai-use/> and make full disclosure of any AI technologies used in the creation of the Abstract.

ABSTRACT NAMING

- Abstracts should be numbered sequentially. If they are not, we will renumber them sequentially unless otherwise instructed.
- Please indicate if any prefixes/suffixes are required, e.g. P for poster, OP for Oral Presentation, etc, and whether numbering should reset to 1 for each abstract section.

ORDERING OF ABSTRACTS

- Abstracts should be submitted in the order in which they are to appear in the final product. If they do not then a running order must be provided.
- Section headings, if needed, should be placed in the text where required in the final product, either by type, e.g. Abstracts, Posters, Oral presentations, or by theme, e.g. Clinical, Basic Science, etc.
- All sections will run on in the final version unless otherwise agreed.

ABSTRACT CONTENT

- Structure should be:
 - **Session title**
 - **Abstract number**
 - **Abstract title**
 - **Author names*** First name(s) and last name(s). Full names are preferred because if only initials are used this can cause confusion if authors have common last names. ○ **Author affiliations*** including country, of each author. Author affiliations should be indicated by superscript numbers, e.g. F Moran¹, J Bradley².¹*University of Ulster, N. Ireland;*²*Belfast City Hospital, N. Ireland.*
 - **Content**

**Missing/incomplete details will not be queried and will be published as is.*

- If the presenter of the abstract needs to be highlighted, please insert an asterisk next to their name and specify this below the abstract.

- The body of the abstract can be either structured or unstructured.
- Any abbreviations should be defined where first mentioned.

FIGURES

- We accept most figure formats: .jpeg, .tif, .gif, .eps, powerpoint, etc. and these should be embedded within the Word document.
- All figures should be cited in the abstract to which they belong.
- Figures should be numbered clearly (for example: Abstract 23 Figure 1).
- Figures will be published as per the resolution of the figure provided (minimum 300 dpi is recommended).
- Regardless of whether figures are submitted in colour or mono, figures will be printed in mono unless there is prior agreement with the nominated coordinator.
- Figure legends should be editable and appear in the abstract text under the figure.

TABLES

- Tables should be embedded in the Word document containing the abstracts.
- Tables should be cited in the abstract to which they belong.
- Tables must be numbered clearly (for example: Abstract 123 Table 2).
- Table legends should be editable and appear in the abstract text under the table.

AUTHOR INDEX

- An author index will be generated automatically and will be added in final production stage (after proofing).

SUBJECT INDEX

- Please indicate if a subject index is required.
- If a subject index is required, keywords for each abstract must be supplied at the end of each abstract as these will be used to build the index.

PRELIMINARY PAGES (E.G. CONFERENCE PROGRAMME, FLOORPLAN, ETC)

- If a conference programme, floor plan or any other preliminary pages are to be included, these should be submitted as a separate Word document.
- Preliminary pages provided will be published as a data supplement for online abstract books.

EDITING

- Abstracts will undergo pre-editing but not copyediting.
- Obvious mistakes will be corrected and the abstracts will be amended to house style as appropriate.
- It is the nominated coordinator's responsibility to ensure authors are aware of this.

PROOFING

- There is an allowance for two rounds of proofing only.
- Proofs will not be shared with authors.
- The nominated coordinator of the abstract book will see a typeset proof, to which they can add corrections. Corrections to proofs should be kept to a minimum and should be essential changes only.

LATE ABSTRACTS

- If abstracts are submitted after the agreed submission date we cannot guarantee publication by the scheduled date.
- Resupplies, different versions of abstracts, or instructions to delete or add abstracts after they have been submitted will only be made in exceptional cases. In the rare event of an abstract being

removed at a later stage, we will not renumber abstracts but will retain original abstract number marked by 'ABSTRACT WITHDRAWN'. Late additions will be added as standard to the end of the last abstract to avoid renumbering.

LICENCE TO PUBLISH

- Authors of all abstracts are required to grant an exclusive licence on a worldwide basis to the BMJ and/or co-owners or contracting owning societies (where published by the BMJ on their behalf) in accordance with our standard licence.
- It is the responsibility of the nominated coordinator to ensure that the corresponding/lead author of each abstract is aware that by submitting their work for publication they are agreeing to the terms and conditions of BMJ's standard [licence](#) to publish for abstracts. As this is an exclusive licence, they must ensure that signed agreement is obtained from the author (which may be via electronic signature) and must be able to supply evidence of this to the BMJ upon written request.

POST-PRODUCTION RESUPPLIES

- A cut off point of 2 months for corrections to be made to abstracts post publication applies. We will not permit such corrections 2 months after publication unless there are exceptional patient safety/legal reasons.