

## Abstract Submission Guidelines

### For The Winter Meeting on 13.12.18

Thank you for considering submitting an abstract for this meeting. Delegates are asked to read and adhere to the following guidelines when submitting abstracts (oral or poster).

1. The first author listed must be the presenting author. Other authors listed should have contributed to the work being presented.
2. Please state the number of subjects/animals/cadavers on which the findings of the experimental work are based.
3. Case studies (i.e. findings based on a single observation) must be declared as such within the title of the abstract. Such findings should then compare the variation or observation with the classically described anatomy. Abstracts of this type will be eligible for poster presentation only.
4. Please **do not** submit work that has already been published or is in press. It will not be accepted. It is the author's responsibility, not BACA's, to check that abstracts presented for a meeting do not contain material already published or in press.
5. The abstract must be self-contained i.e. the reader must be able to understand the outcomes of the study. Abstracts which state that findings will be presented or discussed will not be accepted.
6. Abstracts should not contain reference to published papers. If including references in the abstract is crucial, they will be incorporated in the total word count.
7. Each abstract should be no longer than 200 words. Abstracts that exceed the word count will not be accepted.
8. Abstracts must be submitted by 2<sup>nd</sup> November 2018 to be considered. Late submissions will not be accepted.
9. If a presenting author wishes to be considered for the Conrad Lewin Prize, this must be clearly stated when submitting the abstract.

*The Conrad Lewin Prize is to encourage anatomists at the start of their careers. It will be for members who are students OR members who are normally within five years of their final undergraduate graduation.*

10. It is the author's responsibility to ensure that any changes in abstract content, between acceptance and presentation of the abstract, are communicated to the Meetings Secretary before the end of the meeting.
11. All abstracts must be presented by the authors (oral or poster) in order for the abstract to be published in the journal *Clinical Anatomy*.
12. All abstracts are reviewed by the conference abstract review group who decide on the most appropriate format for presentation of them (oral or poster).

Abstracts should be no longer than 200 words (excluding the title, authors and contact details) and follow the guidance and the example below:

1. List presenter’s name first - The presenter surname (family name) first followed by forename.
2. For second and subsequent authors put their forename before their surname (family name).
3. Confirm that all authors know about the content of the abstract and proposed paper presentation and agree to its presentation.
4. Give contact/work address, ideally where the work was carried out.
5. Title of the paper in bold.
6. Then in new paragraph write the abstract.
7. Please DO NOT use any text formatting; single line spacing is all that is required.
8. References to published papers should be avoided.
9. Complete contact details as requested below
10. The file name used to email should include “presenters name”, followed by “Conrad” (if wanting to be considered), followed by “preferred presentation mode” (as appropriate).
11. Presentation mode:- Oral or Paper Poster or Electronic Poster

**Sample layout:-**

CHOUDHURY, BIPASHA, and INGRID GOULDSBOROUGH, School of Medical Sciences, University of Manchester, Manchester, United Kingdom. **To flip or not: student response to flipped ocular teaching.**

Ocular anatomy can be a difficult topic to deliver in a lecture setting. Many structures are difficult to visualize.....

**In the email please give:-**

Name of presenting author: \_\_\_\_\_  
 Date of graduation: \_\_\_\_\_ (if to be considered for Conrad Lewin prize)  
 BACA member: YES/NO  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

I confirm that all authors agree to the presentation for peer review of the work presented in the abstract and the presentation. YES / NO

**Return abstracts by email to [bacameetingssecretary@gmail.com](mailto:bacameetingssecretary@gmail.com) by 17.00 hrs, Friday 2<sup>nd</sup> November 2018.**

**Receipt of Abstracts will be acknowledged.**