



## 10<sup>th</sup> Annual Scientific Meeting

23<sup>rd</sup> March 2019

Croke Park, Dublin

### Abstract Submission Guidelines

An online abstract submission system is used for the meeting. Once abstract submission opens on the IAPM website, authors may submit at any time up until deadline. Authors are encouraged to begin early to avoid any issues. Submissions can be amended at any time up until deadline.

Note: **The deadline is Friday, 21<sup>st</sup> December 2018**

### Submitting an abstract

#### A. Important Information

- ❖ Abstracts are required for all papers and posters.
- ❖ Each abstract must fit within the abstract box (250 words). If you paste a larger number of words your abstract will automatically be truncated.
- ❖ Figures/Tables are no longer accepted as part of abstract submission
- ❖ The contact author will be listed first on the list of authors

#### B. Preparation of Your Abstract

- ❖ Abstracts which do not conform to these instructions will not be considered.
- ❖ The work to be presented must be original and not already published as a full paper
- ❖ All selected abstracts will be published in *Physica Medica*, the European Journal of Medical Physics unless the author contacts the IAPM council and requests that their abstract is not included.

- ❖ An anonymous selection process will be used: therefore please do not use identifying features such as names of authors, hospitals, medical schools, clinics or cities in the title or text of the abstract. **Any author not adhering to this rule may have their abstract rejected.**
- ❖ The body of the abstract should include a statement outlining the aim of the study, the methods used, a factual summary of results and a conclusion. It is not necessary to use subheadings, e.g. “methods”. Uncommon abbreviations should not be used without first being expressed in full.
- ❖ Essential references must be included in the body of the abstract (not in the comments box\*).
- ❖ Please note that it is the responsibility of the author(s) to ensure that all URLs given in this abstract are correct and useable.
- ❖ Presented data should agree with what is stated in the abstract.

\*In order to meet the word count, short form references may be used. However, in this case the full reference should be included in the comments box to suit Physica Medica journal style i.e. “For reference entries with more than six authors, please supply the first six author names before “et al.” per journal style. Please list all author names for reference entries with six authors or less.”

### C. The Submission Process

- ❖ Log in to the submission system on the IAPM website when your abstract is completed and ready to send. To log in, enter your email address and the password you chose when you registered with the system.
- ❖ When you click the “log in” button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system you should click the link that says “Click here to submit a new abstract”.
- ❖ Submitting an abstract is a multi-step process. Each step asks several questions:
  - Step 1: you can copy the abstract title and abstract text from your Word document and paste it into the submission box. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form – you may have to correct this by writing the name of the symbol in full, for example “beta” instead of  $\beta$ .
  - All steps: some questions are marked “Mandatory”. Your abstract will not be accepted until these questions have been answered.



- Final step: once you have completed this step click the “Finish” button. If you have answered all the mandatory questions then your abstract will be assigned a reference number and you will be asked to fill in a verification code. You should then receive email confirmation of your submission. If you have not answered all the mandatory questions your abstract will be held in temporary storage until you return later and complete all the questions.
  
- ❖ Please choose at least one topic to assist review process. Multiple topics may be selected. Available options are:
  - Radiotherapy
  - Diagnostic
  - Poster only
  - Imaging Equipment Bursary (Separate guidelines on eligibility criteria are on website).
  
- ❖ Abstracts receiving the highest scores will be chosen for oral presentations. The remainder will be eligible for poster presentation.

## **Amending a submission**

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract itself.

- ❖ Log in to the submission system
  
- ❖ The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don’t have to change an answer if you don’t want to.
  
- ❖ When you reach the final step and press “Finish” you will automatically be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions. If you do not receive confirmation within a day or two contact the editor to check status of your submission.



## **Withdrawing an abstract**

If you want to withdraw an abstract please contact the IAPM editor by emailing [editor@iapm.ie](mailto:editor@iapm.ie)