

## ESCCA 2019 Conference

### GUIDELINES FOR ABSTRACT SUBMISSION

#### APPLICATION PROCESS

To be selected to present you are required to submit an abstract via the online abstract submission system. Faxed or hard copy submissions will not be accepted.

- All abstracts must be written in English.
- Authors may **submit and present a maximum of two abstracts** but can be mentioned as a co-author of other papers.
- Deadline for submission of abstracts: **30 June 2019**.

**Step 1.** Prepare your abstract. Please carefully read all the instructions in the next section. *Abstracts not submitted in this format may not be considered for review.*

**Step 2.** Enter the **online abstract submission system** and follow the instructions. After having completed the required details, you can paste the text of your abstract in the appropriate section.

**Step 3.** After having completed the submission process you will receive an automatically generated email to confirm that your abstract has been submitted successfully. Please check your spam folder if you have not received this confirmation.

#### Please note:

- Submitting an abstract does not automatically register you for participation to the conference. **All presenters of accepted abstracts must register for the Conference before the early registration fee deadline.**
- In line with the ESCCA policy, a honorarium or expense payment will not be provided for the presenters.

#### ABSTRACT PREPARATION INSTRUCTIONS

##### Size:

- Maximum length of the abstract: **400 words**. **Longer abstracts will be rejected by the system.** The submission programme will automatically calculate the size of your abstract and will not allow submissions that do not fit the size requirements.

##### Title:

- Maximum length of the title: **20 words**. Please make sure to type the title correctly.
- Do **NOT** type the full title in capital letters. Do **NOT** put a full stop after the title.  
*Example 1:* Guidelines on clinical diagnostic cytometry  
*Example 2:* Diagnosis in immunodeficiencies. A summary
- The title should clearly define the topic. Do **NOT** identify your institution in the title.

### Body of the abstract:

Abstracts should be written and structured as indicated below.

- Single line spacing is required.
- Include 4 paragraph headers **in bold** and followed by a colon (:)
- Insert a space, then follow with the text
- Start the next paragraph on the next line.

As follows:

**Introduction:** Indicate the purpose and objective of the research, the hypothesis that was tested or a description of the problem being analysed or evaluated.

**Methods:** Describe the setting/location for the study, study design, study population, ethical considerations, data collection and methods of analysis used.

**Results:** Present as clearly and detailed as possible the findings/outcome of the study, with specific results in summarised form.

**Conclusions:** Briefly discuss the data and main outcome of the study, treatment, care and/or support, and implications of the results. (it is not acceptable to state: "The results will be discussed").

### Important!

- NO white lines between the text and the headers.
- Tables, images and pictures are NOT allowed.
- Use numbers for numbers and only very well-known abbreviations e.g., ml, kg, MRI. If you must use other abbreviations, you must explain the first time it appears.
- **Commercial** submitters are asked to edit their abstracts to remove unsubstantiated claims, e.g. "easy-to-use" kit

### Spelling:

It is the author's responsibility to submit a correct abstract. Any errors in spelling, grammar or scientific fact in the abstract text will be reproduced as typed by the author.