GUIDELINES FOR ABSTRACT SUBMISSION

You must submit your abstract online via: https://app.oxfordabstracts.com/stages/5780/submitter

ABSTRACT SUBMISSION DEADLINE: 30TH JULY 2023

BAPEN invites research papers of high quality in areas of nutrition research. Abstract submissions are peer reviewed for quality of research, scientific content and logical presentation. Accepted abstracts are scheduled as oral or poster abstract presentations.

It is essential that your abstract conforms to the preparation guidelines outlined below.

General guidelines

- All abstracts must be submitted in English.
- All abstracts must be submitted via the BAPEN website
- Please define abbreviations in full at first mention, including names of clinical trials or studies.
- Please ensure your abstract does not exceed the maximum word count of 400 words; submissions above this limit will not be accepted by the system.
- Abstract content will be reproduced exactly as submitted, **therefore proofreading beforehand is essential**. Whilst a spell check of your document before submission can help avoid typographical errors it is not fool-proof so please read with care before submitting and consider asking a colleague to also proof-read.
- Adding additional authors to your abstract after the submission deadline will not be permissible.
- You will need to register with the abstract submission system and submit a username and password. If you are submitting more than one abstract, you can use the same email address and password for each abstract.
- **Amending your submission:** You can log back in to amend or update your abstract at any point **up to the submission deadline**. However, please note that you will need to use the credentials you used to create your account to log back in. The organisers are not able to access your username or password credentials so please make a note of them and share with your co-authors, if necessary, at the time of registration.
- **Withdrawing an abstract:** If you would like to withdraw an abstract, please contact the Conference Organiser conferences@bapen.org.uk

Powell-Tuck Prize

Applicants in undergraduate or postgraduate medical, or surgical, training may submit their abstract for consideration of the Powel-Tuck Prize which includes £100 prize fund, see further details at https://www.bapen.org.uk/my-bapen/awards/bapen-medical-powell-tuck-prize
Should you wish your abstract to be considered please tick the appropriate box when you submit your abstract and confirm your GMC number.

PENG Award

Dietitians may submit abstracts on nutritional support for the PENG Award.
The PENG Award is an annual supportive educational grant sponsored by Abbott, Fresenius Kabi and Nutricia who each give £500 sponsorship.
In recent years PENG as one of the core groups of BAPEN have awarded £500 each to three PENG members who have had an abstract accepted to BAPEN. The award is open to all PENG members who can submit their BAPEN abstract to be scored by PENG to allocate the awards to

the three highest scoring.
To join PENG, please go to: https://www.peng.org.uk/join-us/

Pam Harris Medal Lecture

Nurses may submit their abstract for consideration of the Pam Harris Medal Lecture. A financial contribution will be made to help enable the winner to attend the BAPEN Conference. Should you wish your abstract to be considered please tick the appropriate box when you submit your abstract and confirm your NMC number.

Publication of Abstracts

An online Abstract Booklet will be available to all registered delegates. Only the top scoring abstracts will then be submitted for publication in the online Clinical Nutrition ESPEN journal, these will not be subject to further editing, it is therefore vital that abstracts are prepared in accordance with these Guidelines and are proofread by the authors before submission.

Authors

Submitting author: The person who submits the abstract is to whom all correspondence will be sent. It is the responsibility of the submitting author to forward correspondence to the presenting author and other co-authors. Abstracts are considered official communications to the conference. Individuals submitting abstracts that are accepted agree that the presenting author will register to attend the meeting and present their abstract as scheduled.
Presenting author: Presenting authors need to register for the conference for presentation and publication of their abstract. Please note that registration rates increase after the Early Bird deadline. If the presenting author registers at the Early Bird rate and the abstract is not selected for presentation at the conference and the presenting author does not wish to attend the conference, then the conference organisers will refund the registration fee paid. It is requested that the presenting author remains the same as submitted for the abstract, any requests for changes to presenting authors will be approved by BAPEN on a case-by-case basis (only extenuating / mitigating circumstances will be considered).

Encore abstract presentations: Abstracts may be submitted if previously presented at a national/international meeting. However, abstracts are more likely to be considered for oral presentation if they contain new information and clinical rather than non-clinical data.

Multiple abstracts considered to be the result of excessive splitting of data will be evaluated and scored accordingly. To accommodate additional submissions, the Abstract Review Committee may request that multiple submissions be combined, and a revised abstract be provided.

It is the responsibility of the submitting and presenting authors to assess whether ethical approval is necessary for their research and, if so, to obtain necessary clearances.

Abstract submission categories

Your abstract should be submitted to one of the following categories:

- Enteral nutrition
- Parenteral nutrition
- Service improvement
- Screening
- Intestinal failure
- Oral nutrition support
- Clinical practice and guidelines
- Clinical nutrition
- Case study

Abstract format

Subject category: For review and scheduling purposes, abstracts will be divided into categories. It is mandatory that one of the subject categories listed be chosen. Please read all the categories before selecting the most appropriate one for your abstract.

Title: Use a concise title that indicates the nature of the study.

- Please capitalise the first letter of the title and use lower case for the rest of the title (with the exception of proper nouns or abbreviations).
- Please do not use a full stop at the end of the title.
- Please ensure that species names are given in full at first mention and in italics throughout.

Affiliations: Each author should be listed by institution, city and country. Do not include department, division, laboratory etc.

Authors: Names should be typed in sentence case (please do not use all capital letters). Indicate title (Dr/Prof/Mr/Mrs/Ms) and use full first and last name e.g 'Dr Alison Smith'. The author presenting the paper must be designated.

Figures: Please only submit one (graph / table / image) in your abstract. Please also ensure that tables are submitted in their original form and not inserted as pictures. Tables count towards the total word count.

Range of topics

Abstracts submitted for the multidisciplinary oral and poster sessions should reflect the role and purpose of BAPEN. Topics will not only include Artificial Nutrition Support, but also malnutrition, new developments in nutritional management and standards of nutritional care both in the home and hospital setting. The effect of nutrition on disease and disease on nutrition, and the interrelationship between nutrition and drug therapy might be addressed. New areas of potential therapy including pharmaco-nutrition may be assessed. Audit will be acceptable if properly conducted. A series of observations does not normally fall into this category.

Within the current format there is no opportunity to consider case presentations of clinical scenarios and difficult clinical problems. The committee is unlikely to accept case histories. However, it may wish to take a view on the development of an interactive clinical problem session to share opinion about nutritional practice. Such a session may be based around a small series of poster or clinical presentations. If accepted such a session is likely to be limited in time. These presentations will not be accepted at present without further discussion.

Aims

The aim(s) of each paper must be clearly defined in the abstract. This includes the purpose of the study and the reason for undertaking the work. Papers that simply report a series of observations are likely to attract low marks and unlikely to be accepted.

Methods

Suitable methodology must be employed to address the question that is being addressed. For quantitative studies the size of the study must be adequately powered and the results subjected to appropriate statistical analysis to allow meaningful conclusions to be drawn. Qualitative research should equally include sound and robust methodology to suit the research question.

Conclusions

Conclusions must be based on a suitable analysis of the results. They must be confined to those that can be drawn from the data. Abstracts that include invalid claims that are unsupported will be marked down. Conjecture is acceptable within discussion however space for discussion in the abstract is likely to be limited.

Remember not to include the names of the units/institutions concerned. Instead, identify units/institutions as follows:

- hospital A vs. hospital B
- A major centre vs. a peripheral centre
- specialised centre vs. no specialised centre
- urban vs. rural practice
- type of ward vs. other ward.

This list is not exclusive. If in doubt, please contact BAPEN office (conferences@bapen.org.uk) for further advice in advance of abstract submission.

You may identify whether the institution or unit resides in a particular country, e.g. Scotland. If accepted, you will, of course, be able to identify authors, units and institutions on your poster or in your oral presentation.

References

Reference Format: References should be cited in the text by Arabic numerals, numbered in the order in which they are cited. The reference section should be at the end of the abstract text. The Vancouver style of referencing should be used (sample format given below). Only the first 3 authors' names should be provided. Abbreviate any journal titles according to the List of Journals Indexed in Index Medicus (available from the Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402, USA, DHEW Publication No. (NIH) 91-267; ISSN 0093-3821). 'Unpublished data' and 'personal communications' do not qualify as references and should be placed in parentheses in the text. Accuracy of reference data is the responsibility of the author.

Sample References:

Article in a journal

1. Cummings J H, MacFarlane G T. Role of intestinal bacteria in nutrient metabolism. Clin Nutr 1997; 16: 3-11.

Book

1. McLaren D S, Meguid M M. Nutrition and its disorders, 4th edn. Edinburgh: Churchill Livingstone, 1988.

Chapter in a book

1. Goodwin S C, Liu S. Radiologic techniques for enteral access. In: Rombeau J L, Rolandelli R H, Eds. Enteral and tube feeding, 3rd edn. Philadelphia: W B Saunders, 1997: 193-206.

Website

1. U.S. positions on selected issues at the third negotiating session of the Framework Convention on Tobacco Control. Washington, D.C.: Committee on Government Reform, 2002. (Accessed March 4, 2002, athttp://www.house.gov/reform/min/inves_tobacco/index_accord.htm.)

Online journal article

Tenesa A, Noble C, Satsangi J et al. Association of DLG 5 and inflammatory bowel disease across

human populations. Eur Journal Hum Genet 2006: published online Jan 4.
DOI:10.1038/sj.ejhg.5201516

Marking

Abstracts will be marked anonymously by a multi-professional group of experienced assessors with a background in Clinical or Scientific study.

Marks will be awarded on the basis of the criteria required as listed above in a manner to be determined by the Programme committee. For example a small range of marks, although not necessarily the same for each category may be given for aims, methodology, analysis, and conclusions. Additional marks could be available for awarding on the basis of quality and importance. Negative results will not lead to low marks; marking is based on quality and importance.

Assessors will read through all of the Abstracts so that the range and quality of the work submitted will be understood. The abstracts will then be awarded marks during the second reading.

Selection

The abstracts will be allocated to three groups: those that must be presented and published because of excellence and importance, those that are suitable for presentation, but do not meet the criteria for publication, and those that are poor standard because of flawed design or inadequate methodology. Papers in the first group are accepted for presentation and publication, and those in the third group are rejected. The acceptance of the second group will be determined by the space available for oral and posted presentations.

Within the second group many abstracts will attract similar marks. Where the marking is close selection will be influenced by other factors. These include the interest of the topic, the number of similar abstracts, and the importance of including submissions from as many different centres as possible as well as encouraging young research teams.

License to publish

In order to publish your article online in e-SPEN, we need your agreement to publish.

In the online submission system, you will be asked to tick a box to confirm that you (the author(s) or other copyright owner) agree to grant BAPEN and ESPEN the exclusive right to reproduce and to distribute your article (including the abstract) throughout the world in printed, electronic or any other medium, and in turn to authorise others (including Reproduction Rights Organisations such as the Copyright Licensing Agency and the Copyright Clearance Center) to do the same. You agree that we may publish your article in e-SPEN, we may sell or distribute it within the journal, on its own, or with other related material.

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You assert your Moral Right to be identified as the author(s), and we affirm that we will respect your rights as the author(s). That is, we will ensure that your name(s) is/are always clearly associated with the article and, while you do allow us to make necessary editorial changes, we will not make any substantial alteration to your article without consulting you. We will undertake to publish it within 12 months.

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