GUIDELINES FOR ABSTRACT SUBMISSION

You must submit your abstract online via: https://app.oxfordabstracts.com/stages/53307/submitter

ABSTRACT SUBMISSION DEADLINE: 15th September 2024

BSPGHAN 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 BSPGHAN 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
- **Poster presentation:** If your abstract is selected as a poster, this will be displayed at the BSPGHAN Study Day however, if you are also attending the main BAPEN conference (full separate registration is required), you can choose to have your poster displayed at BAPEN in addition. Please do this during the submission process.

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.

Abstracts that have been previously published may be submitted, only if additional data has been added.

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:

- Paediatric Intestinal Failure
- Paediatric Nutrition (except Intestinal Failure)

Abstract format and preparation

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. Tables count towards the total word count.

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

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

This list is not exclusive. If in doubt, please contact BAPEN office for further advice in advance of abstract submission.

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

Background

Please state the key literature / rationale.

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 (quantative, qualitative or mixed methods) must be employed to address the question that is being addressed. Analysis methods must be clearly described. 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. Public/patient involvement in project design should be acknowledged, where appropriate. Relevant approvals should be indicated e.g. clinical audit register, ethics approval.

Results

The results should be clearly and succinctly described. They should relate back to the aim and the methods. A table may be included, where appropriate. Relevant statistical tests should be reported.

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.

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 will be offered an oral presentation, because of excellence and importance, those that are suitable for poster presentation, and those that are poor standard because of flawed design or inadequate methodology and should be rejected.

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.