



## GUIDELINES FOR ABSTRACT SUBMISSION

**ABSTRACT SUBMISSION DEADLINE: 30<sup>th</sup> June 2026**

**LATE BREAKING SUBMISSION DEADLINE: 14<sup>th</sup> August 2026 (fee required and not considered for oral presentation)**

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](mailto:conferences@bapen.org.uk)

### Publication of Abstracts

An online Abstract Booklet will be available to all registered delegates. Accepted 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.

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.

### Student submissions:

This year, there will be a student stream of posters and oral presentations. This includes research from undergraduate OR postgraduate student projects/research, including both postgraduate taught and research degrees. Please choose the student category when submitting your abstract.

### Abstract submission categories

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

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

### 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. 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.

### 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.

Case reports are not excluded but are unlikely to receive high marks, especially if a single case is described, unless the lesson to be learnt is very good or is accompanied by an excellent overview of the topic or relevant audit data.

### 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 (quantitative, 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, at [http://www.house.gov/reform/min/inves\\_tobacco/index\\_accord.htm](http://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.

You affirm that the article is your original work, has not previously been published, and is not currently under consideration by another journal. If it contains material which is someone else's copyright, you affirm that you have obtained the unrestricted permission of the copyright owner (please attach evidence of this) and that the material is clearly identified and acknowledged within the text. You also affirm that the article does not, to the best of your knowledge, contain anything which is libelous, illegal, or infringes anyone's copyright or other rights.

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.

Copyright remains yours, and this will be acknowledged. However, you authorise us to act on your behalf to define your copyright if anyone should infringe it, and to retain half of any damages awarded, after deducting our costs. You retain the right to use your own article (provided you acknowledge the published original in standard bibliographic citation form) as follows, as long as you do not sell it in ways which would conflict directly with our commercial interests: for the internal education or other purposes of your own institution or organisation; mounted on your own or your institution's website; posted to free public servers of preprints and/or articles in your subject area; in whole or in part, as the basis for your own further publications or spoken presentations.

## **AWARDS**

Please enter for the awards below by ticking the box during the submission process, and providing any additional information requested.

### **BAPEN Sustainability Award**

This award is dedicated to fostering innovation and commitment to sustainability within the BAPEN community. The annual award aims to recognize and reward BAPEN members who demonstrate exceptional leadership and creativity in promoting sustainable practices within their professional spheres and beyond.

The BAPEN Sustainability Award seeks to empower members to continue their vital work in advancing sustainability initiatives. Whether through groundbreaking research, community projects, or innovative solutions that address environmental challenges, this award celebrates those who are making a significant impact.

Eligible candidates must be current BAPEN members and exhibit a strong dedication to sustainable development. Recipients will be selected based on the originality, feasibility, and impact of their initiatives, as well as their potential for long-term positive change.

### **BPNG Members Award**

We invite all current BPNG Members to apply for the "BPNG Members Award" if your abstract topic relates to pharmaceutical aspects of nutrition support.

The prize will include early bird 2-day conference registration fees at BAPEN members rate, plus £250 contribution towards travel expenses (standard rates) and accommodation. The abstract must be submitted by the first author, who must also be a BPNG member whose membership does not run out before 12/11/25. If your membership is due to expire before then, it must be renewed, otherwise your entry will be excluded. This competition is open to all BPNG members, of all professions, as long as the abstract meets the criteria above. If you enter the BPNG competition you will not be allowed to enter any of the other BAPEN prize competitions.

The competition is not open to BPNG exec members as submitting/presenting authors, but they can participate as supporting authors.

### **Powell-Tuck Prize**

Applicants in undergraduate or postgraduate medical, or surgical, training may submit their abstract for consideration of the Powell-Tuck Prize which includes £100 prize fund, see further details at <https://www.bapen.org.uk/about-bapen/bapen-awards/>

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 for 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.