



European College of Veterinary Surgeons

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Annual Scientific Meeting of the European College of Veterinary Surgeons

Call for papers

GENERAL INSTRUCTIONS FOR ABSTRACT PREPARATION

DEADLINE for abstract submission is **November 15th 2018, 12h GMT noon**. Abstracts can no longer be accepted after this deadline.

- Abstracts should be original and should include data and statistical analysis. Case reports may also be submitted for poster presentation.
- The abstract(s) must not be submitted for presentation at any other meeting that takes place prior to the next ECVS meeting. Abstracts must not have been published in any meeting proceedings prior to the ECVS meeting. Authors making multiple abstract submissions must indicate their first choice submission (to be presented orally) since it is unlikely that multiple abstract submissions will be accepted for oral presentation. When more than one abstract is accepted, the additional abstracts may be accepted for poster presentation.
- The Programme Committee reviews the abstracts blindly and abstract selection for oral presentation is based on an aggregate score. The committee will not enter into discussions with individual authors after the decision has been made.

Please be aware that if your abstract is accepted, you are still expected to register and pay for the annual scientific meeting.

For the ECVS Resident Award competition we only accept abstracts from ECVS or ACVS Residents. If your submitted paper is accepted for presentation at the Resident Forum you must attend and give your presentation in person. *No one else will be permitted to present the paper in your absence other than in exceptional circumstances.* Failure to attend means that you will have denied another Resident the opportunity to present, as the time available for this forum is limited.

GUIDELINES ON WELFARE AND ETHICS

Prior to acceptance of a manuscript, the authors must certify that all relevant legal and ethical requirements have been met with regards to the humane treatment of animals described in the study. Where required, the author(s) must specify in the Materials and Methods the ethical review committee approval process and the international, national, and/or institutional guidelines followed. For studies using client

owned animals, the methods must demonstrate a high standard (best practice) of veterinary care and include informed client consent. Manuscripts and authors that fail to meet these requirements and studies that involve unnecessary pain, distress, suffering, or lasting harm to animals will not be considered for review. The reviewer(s) retains the right to reject scientific abstracts, posters or grant proposals on the basis of any of the above welfare, legal, ethical or clinical concerns; in case of doubt prior to submission authors should contact the ECVS office and their query will be forwarded to the appropriate person"

FORMAT AND TYPING INSTRUCTIONS

Please read the following instructions carefully before completing the online submission. Failure to comply may eliminate your paper from the evaluation process. Please complete all requested fields and tick the relevant boxes.

1. The abstract must be provided in TWO forms:
A short abstract form for publication in Veterinary Surgery. The short abstract must not exceed a maximum of 250 words. Tables or charts are not acceptable. It has to be submitted online and the text typed in the respective form provided.
2. A long abstract form for anonymous evaluation by the Programme Committee. The long abstract must not exceed a maximum of 1500 words including title, tables, picture legends, graphs and references (maximum file size of 10MB). This doc file has to be uploaded and also submitted online together with your short abstract (see below).

General typing instructions:

- The abstracts must be typed in Arial font size 11. Use single spaced type and uniform spacing between the lines. Do not squeeze lines together.
- The use of standard abbreviations without definition is acceptable. Other abbreviations should be defined by placing them in parentheses after the full word is used in the text for the first time.
- Use numerals (e.g. 1, 2, 3) to indicate numbers except when beginning sentences, which must commence with the written number (e.g. One, Two, Three). Use special font for Greek / mathematical symbols.
- Abstracts must be written in English and must be checked for grammatical and spelling errors BEFORE submission. It is strongly advised that both short and long abstracts are checked by a native English speaker. The editors reserve the right to refuse abstracts that have not been properly checked and which require extensive editing.

Short abstract:

- AUTHORS: list last name and initials of each author and complete the remaining relevant fields. Authors should be listed in the order preferred for publication, should your abstract be accepted. It will not be possible to change this order following submission.
- TITLE: the title of the abstract should be brief and accurately reflect the content of the abstract. Abbreviations should not be used.
- ABSTRACT BODY: must include the subtitles *Introduction, Material and Methods, Results and Discussion/Conclusion*. For Case reports, *Case Description* must be used in place of *Material and Methods*.
- Use single space typing with no space between titles, body or paragraphs.

Long abstract:

- The long abstract must be divided into five sections (Title, Introduction, Material and Methods, Results, Discussion/Conclusions) and must be no more than 1500 words in total, including references, figures, tables and their legends.
- No names, institutions or sources of support should appear within the text of the long abstract.
- TITLE: The title of the abstract should be brief and accurately reflect the content of the abstract. Abbreviations should not be used.
- INTRODUCTION: Background on general topic or previous work; include statement of purpose/objectives of the study and hypothesis. The Introduction should convey the need for and the significance/impact of the work.
- MATERIAL AND METHODS: Briefly describe the methodology of research and techniques used in this study. Methods should be appropriate to answer the hypothesis or problem that generated the work. Use non-proprietary names of drugs (i.e. not trade names). For Case reports, give a concise description of the case
- RESULTS: Data should be presented in sufficient detail to support the conclusions. Where appropriate, data should be expressed as the mean with range of variance. Statistical significance should be noted. The terms "will be discussed" or "results will be presented" are not acceptable and will lead to the paper being rejected.
- DISCUSSION/CONCLUSION: Avoid any re-statement of the results. Include an interpretation of the results. How can the information derived from this study, or technique, be best applied to further research or clinical situation? Provide relevance and/or innovation to the current body of knowledge.
- References: Include only essential references. Use Vancouver citation style.
- Graphics: All figures, photos and graphs must be embedded within the single Word document submitted. A maximum of 6 figures, tables or charts is allowed per abstract. All figures/photos/graphs must be accompanied by a legend and must be inserted at the end of the document. Remember the word limit is 1500 words.

File type: **Only online submissions** will be considered – the short abstract and one doc file for the long abstract not exceeding the 1500 words. Zipped files or multiple separate files for figures/photos/graphs will not be accepted.

Please follow the instructions carefully!