



## European College of Veterinary Surgeons

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### **Abstract Submission Guidelines for the 32<sup>nd</sup> Annual Scientific Meeting of the European College of Veterinary Surgeons**

#### **Call for papers**

Abstracts for the Short Communications and Poster Session may be submitted by surgeons and scientists world-wide. Abstracts for the Resident Forum may be submitted only by active ECVS and ACVS Residents.

#### **GENERAL INSTRUCTIONS FOR ABSTRACT PREPARATION**

DEADLINE for abstract submission is **December 15<sup>th</sup> 2022, 12.00h (GMT noon)**. Abstracts will not be accepted after this deadline. Only short abstracts are now required except for Resident forum submissions where an additional long format abstract is required (see Resident Forum instructions).

- Abstracts must be original and include presentation of data and results of statistical analysis. Review articles are not acceptable. Case reports may be submitted for poster presentation.
- The abstract(s) must not have been presented at / published in the proceedings of any other meeting prior to the next 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.
- For the **ECVS Resident Forum** 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.

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

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## 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 be rejected. 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.

## ABSTRACT SUBMISSION INSTRUCTIONS

Please read the following instructions carefully before completing the online submission; failure to comply may eliminate your paper from the evaluation process.

### **All submissions:**

- A short abstract must be submitted for review and accepted abstracts will be published in Veterinary Surgery
- The short abstract must not exceed 250 words. It must be written in English in Arial font, size 11, single spacing between lines and submitted on the online form
- **AUTHORS:** list last name and initials of each author and complete the remaining relevant fields. Authors should be listed in the order for publication; 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:** This must include the subtitles: Introduction, Materials and Methods, Results and Discussion/Conclusions.
- For Case reports: Case Description can be used in place of Materials and Methods.
- Tables, charts and references cannot be included in the short abstract.

It is strongly advised that abstracts are checked by a native English speaker prior to submission where relevant.

The reviewers reserve the right to refuse abstracts that have not been properly checked and which require extensive editing.

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### Submissions for the Resident Forum:

The abstract must be submitted in TWO forms:

1. A short abstract for publication in Veterinary Surgery (please see the all submissions section for the specific instructions). Please ensure the results and conclusions are consistent with the long abstract
2. A long abstract for anonymous evaluation and as basis for use by the designated discussant. The long abstract must not exceed a maximum of 1,500 words including title, tables, picture legends, graphs and references. The maximum file size is 10 MB. A .doc / .docx document must be uploaded and submitted online together with the short abstract.

Instructions for long abstracts (Resident Forum only):

- The long abstract must be written in English in Arial font, size 11, single spacing between lines. It should be divided into five sections (Title, Introduction, Material and Methods, Results, Discussion/Conclusions). Single case reports are unlikely to be accepted but a case series that adds to existing knowledge is acceptable.
- No names, institutions or sources of support should appear within the text
- TITLE: The title of the abstract should be brief and accurately reflect the content of the abstract. Abbreviations should not be used.
- INTRODUCTION: This should provide a brief background on the topic / previous work; include a statement about the objectives of the study and any hypotheses.
- MATERIALS AND METHODS: Briefly describe the study design and techniques used including methods of statistical analysis as appropriate. Use generic names of drugs (i.e. not trade names). For case series, a concise description of the cases should be provided.
- RESULTS: The outcomes of the study and results of statistical analysis (including P values as appropriate) must be presented in sufficient detail to support the conclusions. The terms "will be discussed" or "results will be presented" are not acceptable and will lead to the abstract being rejected.
- DISCUSSION/CONCLUSIONS: This should outline the key findings the study and how this knowledge adds to the existing literature. Novel aspects and limitations of the study should be briefly discussed together with how the findings may contribute to clinical practice. Areas for future research may also be included.
- References: Include only essential references. Use Vancouver citation style.
- Graphics: All figures, images, graphs must be embedded within the long abstract document. A maximum of 6 figures, tables or charts is allowed per abstract. All figures/images/graphs must be accompanied by a legend and must be inserted at the end of the document. Remember the limit of 1,500 words.

- 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.
- Submit ONE SINGLE .doc / .docx file. Zipped files or multiple separate files or figures / images / graphs will not be accepted.

**Please follow the instructions carefully! Thank you.**