

2018 Research Workshop Abstract Criteria

1. Submission

Abstracts must conform exactly to the following policies and procedures. Failure to submit your abstract as outlined below will mean that your abstract will not be considered for selection.

2. Authored Abstracts

Only authored abstracts need to be submitted. i.e. Anonymous abstracts are not required.

3. Instructions for Preparation

Title

The abstract title should be in sentence case (i.e. capitalise the first letter of the first word and any proper nouns only; do not use title case or all capitals).

Authors

Authors' names should be supplied in the surname-last, forename initials format and should be in initial capital/lower case, not all capitals. Institution affiliations should be indicated with superscript numbers following each author name.

Presenting Author

Please clearly indicate who the presenting author is, should your abstract be selected for participation in the program.

Affiliations

All affiliations should contain institution, city, state and country.

Abstract Text

Sub-headings (e.g. Introduction, Methods, Results, Conclusions) should be included if appropriate for the work being presented.

References

References are optional and, where used, should be limited to a small number of the most essential references. References should follow the Vancouver style used in the Journal of Gastroenterology and Hepatology, with numbered citations given in the abstract text and a numbered reference list provided at the end of the abstract. References should be formatted as follows:

1 Vega KJ, Pina I, Krevsky B, Smith K. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann. Intern. Med.* 1996; 124: 980–3.

For references with seven or more authors, list the first three followed by 'et al.'

Tables & Graphs

Tables and figures can be included and must be cited in the abstract text. Do not submit graphs or tables as separate files. Try to ensure that any figures inserted in the abstract are of sufficient resolution (preferably 300 dpi) to be clearly legible when published. Please include headings or captions for all tables and figures.

The abstract itself must be formatted as text, not in table format.

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Abbreviations

Abbreviations should conform to the Style Manual for Biological Journals. Avoid abbreviations in the abstract title. Place non-standard abbreviations in parentheses after the full word the first time it appears. Use no more than three (3) non-standard abbreviations.

Drug Names

Drug products mentioned in the abstract should be identified by their non-proprietary (i.e. generic) name only. Do not capitalise non-proprietary names.

Identification

To enable your abstract to be identified, your first name and surname must appear in the name of the abstract file, for example, "John_Smith_GESARW2018abstract"

4. Originality & Ethics

- At the time of submitting your abstract, the data must not have been presented at any other Australian meeting, nor published as a proffered paper in Australia.
- If your abstract has been presented at an international meeting but has not been published as a peer reviewed paper, it will be accepted to be presented in Australia.
- If the research presented was supported by a commercial organisation, a completed "Conflict of Interest" form must be submitted to wweston@gesa.org.au prior to Wednesday, 14 November 2018.
- If the research involved human subjects, it must have been approved by your Institutional Review Board or Human Research Ethics Committee and conform to international standards of ethical practice. Animal research must have been approved by an appropriate Review Board and conform to the highest standards of human care.

5. Disclosure of Conflict of Interest

All abstract presenters are expected to disclose to the audience any significant financial interest or other relationship with the manufacturer of any commercial product(s) and/or provider(s) of commercial services discussed in the presentation; and any commercial supporters of the presentation.

The intent of this disclosure is not to prevent a speaker with a significant financial or other relationship with a commercial company from making a presentation, but to provide the audience with information with which they can form their own opinions as to whether a presentation is biased or not. It remains for the audience to determine whether the speaker's interests or relationships have influenced the presentation.

Significant financial interest or other relationship may include such things as:

- Support of individual or department research;
- Any support or financial incentives, current or past, which relate to the subject matter of the presentation;
- Any stock ownership or options, employment loan or financial relationship with a company whose product or service is directly connected to the topic of the presentation; and/or
- Being a consultant for a company whose product or service would be directly affected by the subject matter of the presentation;

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- No commercial literature or audiovisual material may be used. Trade or commercial names should be avoided unless necessary for clarity, and, where so used, should be accompanied by the name of the manufacturer.
- All presentations must be free of any commercial bias.

6. Attendance

An author of each abstract selected for participation in the program must attend the meeting and pay the relevant registration fee.

7. Submission

You must submit your abstract via email to wweston@gesa.org.au. Clearly stating in the subject line: **GESA 2018 Research Workshop Abstract Submission.**

8. Deadline

Abstracts must be received no later than 17:00 Australian Eastern Standard Time on Wednesday, 14 November 2018. No abstracts will be accepted after this date.

9. Offers

Free Paper offers will be emailed directly to the submitting author prior to Friday, 23 November 2018.

10. Must Do And Must Not Do

Do

- Ensure abstract does not exceed one (1) A4 sheet of paper.
- Keep italics and Greek symbols to the minimum required.
- Ensure that all track changes have been removed from the abstract.
- Proof read your abstract for completeness and accuracy.

Do NOT

- Use any font smaller than Times Roman 11 point (10 point on figures and footnotes) when printed;
- Indent at the beginning of paragraphs (just use a paragraph break);