

Guidelines for Authors: Preparation of Abstracts

These guidelines provide authors with instructions around the Publisher's formatting and editorial requirements. Please take a moment to read them and familiarise yourself. Abstracts that do not meet these requirements cannot proceed into production.

Title

The title should be in bold, sentence case with no full stop at the end and no underlining, e.g.:

Results from experiments in this field

Authors

First name, middle initials if required, and surname with no full stop at the end. Underline the name of the corresponding author. A comma should separate author names. Where authors are from a number of different institutions, the appropriate institution number from the affiliation list should be given as a superscript number immediately after each author's name, e.g.:

John Smith¹, Susan Jones¹, Bill Fisher²

An asterisk * should be used to link the corresponding author with their email address, if being included.

If the authors are presenting an abstract on behalf of a study group, this information should not be included in the author list, but should appear in an Acknowledgements section.

Affiliations

Affiliations should include department, institute, town and country. Where there are multiple affiliations, each should be listed as a separate paragraph. Each institute should appear in the order used against the author names (see above paragraph) and show the appropriate superscript number, e.g.:

¹Department, University, Town, State, USA

² University, Town, State, UK

² Company, Town, State, Canada,

Main text

- Should not be more than 400 words, unless otherwise specified by your conference organizer
- Please use single line spacing
- Type the text unjustified, without hyphenating words at line breaks
- Use hard returns only to end headings and paragraphs, not to rearrange lines
- Use the Publisher reference format (see below)
- Greek and other special characters may be included. If you are unable to reproduce a particular special character, please type out the name of the symbol in full
- SI units should be used throughout (litre and molar are permitted, however)
- Web links (URLs) should be provided in full, including both the title of the site and the URL, in the following format:
 Mouse Tumour Biology Database
 [http://tumor.informatics.jax.org/cancer_links.html]
- Abbreviations should be used as sparingly as possible and should be defined when first used

Structured abstracts

In structured abstracts, paragraph headings should be typed in **bold** with no colon at the end. Do **not** use the heading 'Abstract'. Each heading should be in a separate paragraph, e.g.:

Background

Followed by regular text, on a new line and in the same format as shown above for main text.

Materials and methods

Results

Conclusions

For Case report abstracts: **Background, Case report, Conclusion**

Tables

Tables should be numbered (e.g. Table 1) with a short, descriptive title. Tables should be included in the document where they are to appear. Tables must be cited/called out in the text.

Tables should be formatted using the "Table function" in a word processing program to ensure that columns of data are kept aligned when the file is sent electronically. Tables should not be created with tabs or submitted as images. No colour or shading should be added.

Figures

Figures and illustrations should be numbered (e.g. Figure 1) with a short, descriptive title. This text must form part of the text file and not the figure file. Figures must be cited/called out in the text.

You must have all necessary permissions to use figures.

Figures must be supplied electronically in the body of the text at 300 dpi minimum. Each figure must be inserted as a single, composite file (parts must not be separate graphical units). Don't include figures with embedded hyperlinks.

Acknowledgements

Brief acknowledgements may be included and should be placed after **Conclusions** and before the **References**. If the abstract is being presented on behalf of a study group, this information should be noted here rather than in the author list.

Trial registration

The Publisher supports prospective registration of randomized controlled clinical trials. Abstracts related to RCTs should include the trial registry along with the unique identifying number. Trial registers that currently meet our requirements can be found at <http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/>.

Consent to publish If the abstract contains details relating to individual participants (for example a case report), written informed consent for the publication of these details must be obtained from the participants, and a statement to this effect must appear at the end of the abstract. Our guidelines for consent statements can be found here: <http://www.biomedcentral.com/about/editorialpolicies>. If the patient is deceased, consent for publication should be obtained from the next of kin; if the patient is under 16, consent should be obtained from the parent or guardian.

References

All references should be cited/called out consecutively in the text, using numbers in square brackets. Only papers that have been published, or are in press, or are available through public e-print/preprint servers should be included in the reference list.

Journal abbreviations should follow MEDLINE standards.

References should be laid out at the end of the abstract in Vancouver style and be preceded by the relevant reference number. Foreign/translated works are allowed in references, as long as they also follow Vancouver style. Please ensure that the number of references listed is reasonable and does not exceed more than half a page. An example of a reference for a journal article follows. The full reference style guide can be found at the journal's website.

1. Chomczynski P, Sacchi N. Single-step method of RNA isolation by acid guanidinium thiocyanate-phenol-chloroform extraction. *Anal Biochem.* 1987; 162:156-159.