



## **Guidelines Abstract Submission**

***Abstract submission: January 8<sup>th</sup>, 2018 - May 1<sup>st</sup>, 2018 (24.00h CET).***

### **Procedure**

Oral Presentations and Posters are both considered to be of major importance at the ISTS 2018. Submitting authors have to indicate a preference for an Oral or Poster Presentation and need to select a topic (see below, multiple options may be selected).

### **The topics of the Symposium are**

- Tendon Ageing
- Imaging of tendon disorders
- Metabolic diseases & tendon disorders
- Tendon pain
- Management of tendinopathy in the ageing population

All abstracts will be reviewed by the Scientific Committee of the symposium. The Scientific Committee decides which abstracts will be accepted and to which topic/theme the abstract is assigned. The Scientific Committee also makes the final decision on the type of presentation (Oral versus Poster). These decisions will be based upon subject and quality of the abstract as well as suitability in the program and number of submissions.

### **General guidelines**

- It is required to register for the symposium in order to present your abstract (oral or poster).
- By submitting an abstract, you agree to the following statement: "If my abstract is accepted, I plan to attend the 5<sup>th</sup> ISTS in Groningen. If I am unable to attend, I will make necessary arrangements for a substitute presenter and will communicate such arrangements to the symposium secretariat."
- Conflict of interest: It is the intent of the Scientific Committee to provide high quality sessions focused on educational content that is free from commercial influence or bias. Thus the submitting author of an abstract is requested to declare any potential conflicts of interest for all authors during the abstract submission and the presentation.
- All authors should proofread the abstract for grammar and spelling. If English is not the authors' first language it is recommended that the authors have the final abstract proof-read by a native speaker before the abstract is submitted.
- Abstracts must be submitted through the Symposium website.
- Authors have to select one or more topics/themes that match their abstract
- Authors should indicate their preference: oral or poster presentation.
- Please note that incorrectly formatted abstracts will not be accepted, and therefore PDF files or hardcopy submissions sent by fax or postal mail will not be processed.
- Oral presentations are scheduled for 12 minutes, followed by 3 minutes of discussion time ('Free communications').
- Posters should not exceed a height of 120 cm and a width of 90cm.

- A selection of posters will be plenary presented in 1-minute presentations ('Poster Pitch'). Presenters have 1 minute to present their study design, main findings and conclusions. A maximum of 3 powerpoint slides can be used. The time limit will be strictly enforced.
- There will be poster and oral presentation competitions with awards for the best presentations.

### **Abstract preparations**

- The abstract must be written in English.
- The abstract should not exceed 250 words (excluding author names, affiliations and contact details of the presenting author).
- The author may use a text editing program to write the abstract, such as Microsoft Word, and paste the text into the abstract text area. As the database may only process plain text, authors should not use special characters, superscripts, subscripts, italics or bold to make sure there will be no browser misinterpretations. SI abbreviations may be used undefined, but other abbreviations must be defined. Arabic numerals should be used for numbers except when beginning a sentence.
- Spell out numbers lower than 10 except in the case of standard measurements such as time, dose and temperature. For example "two patients," but "2 cc" and "9 p.m."
- When presenting confidence intervals, state the confidence level and confidence coefficient in the upper and lower limits, such as (95% CI=1.32-4.56)
- Do not include any figures, graphs, references or tables in the abstract.

**Abstract title:** The title should be brief (limited to a maximum of 15 words) and avoid subtitles if possible. Do use ALL CAPS. Do not use abbreviations or acronyms in the abstract title.

**Authors:** Please note that the authors' names should be listed as follows: last name initials (no dots between initials), last name initials<sup>2</sup>. If more than one affiliation is listed, please use 1, 2, 3 numbering after the last name initials (such as Taylor G<sup>1</sup>, Miller SW<sup>1,2</sup>). The name of the presenting author must be underlined. Do not include degrees or titles.

**Affiliations:** If more than one affiliation is listed, please use 1, 2, 3 to number them. Please list the affiliation, city, country and e-mail address of the first author.

**Abstract Introduction (purpose / background):** The introduction should be brief and the aim of the study should be stated. Address the scientific background and rationale for the study as well as the significance of the subject. Because of the anticipated diversity of the reviewers and those attending, do not assume that everyone will be familiar with your research topic. Explain why your study is important and which question(s) it will answer. Market your topic.

**Abstract Methods:** Describe the study design, setting (such as community, clinic, hospital, workplace), study dates, study participants, analytic and/or intervention techniques, research methodology and outcome measures.

**Abstract Results:** Present the major quantitative and qualitative findings, accompanied by confidence intervals or levels of significance of statistical tests, as appropriate. Although negative as well as positive results may be of interest, report only those results that relate to your conclusion. This section must contain data rather than a statement like "Data will be discussed".

**Abstract Conclusions/Discussion:** State only those conclusions that are directly supported by the analysed data.

### **Notification of Acceptance**

All abstracts received will undergo formal review by the Scientific Committee and independent reviewers. Applicants will be notified of the acceptance of their abstract(s) by **June 15<sup>th</sup>, 2018**.

Accepted abstracts will be published in the (digital) version of the symposium abstract book.

*Optional: All accepted abstracts will be published in a supplementary addition of the S&G Journal and the BJSM.*

### **Withdrawals**

Withdrawal requests should clearly state the reason for withdrawal. All authors must approve the abstract retraction. Please email a copy of the abstract, letter of withdrawal, and statement indicating all authors approving the withdrawal to [paog@umcg.nl](mailto:paog@umcg.nl).