BJA Research Forum abstract submission and presentation guidelines

The **Anaesthetic Research Society** invites abstract submissions for the *British Journal of Anaesthesia Research Forum*. Most meetings will have a themed call, but abstracts are invited for all meetings that cover the following topics:

- Anaesthesia and its related disciplines (namely critical care, peri-operative medicine & pain medicine) and its subspecialties
- Clinical and laboratory research
- Robust Quality Improvement projects

Submissions are welcome from clinicians and academics, and from consultants, trainees and medical students. Submissions from trainee networks are welcomed and encouraged. Clinical Scientists, Nurses and Allied Healthcare Professionals are also welcome to submit abstracts. You do not need to be a member of the ARS to submit an abstract, but you are welcome to join and meeting fees have a members' discount. By submitting an abstract, at least one of the authors is agreeing to register and to attend the meeting in order to present the abstract, if selected.

Abstracts are screened against the following criteria by the reviewers:

- Meets the submission guidelines (see below)
- High quality scientific work
- Clinical relevance of the work
- Appropriate methodology and use of statistics where appropriate
- Appropriate and justified conclusions
- Overall quality of written submission (clear and succinct language, appropriate use of figures and tables and appropriate limited references)
- Priority is given to abstracts that are aligned to advertised meeting themes

The authors of selected abstracts are invited to attend the meeting (for which you will need to register) and present your work to the ARS Council and audience. Guidelines for the presentation are detailed below. **Successfully presented abstracts are eligible for publication in the *British Journal of Anaesthesia*.** Abstract publication does not prejudice subsequent publication of a complete manuscript in a scientific journal, but the authors have a responsibility notify the target journal of the abstract presentation and publication.

The society does not usually accept presentations of work that has previously been published or presented nationally, except for consideration for the **President's Award for Undergraduate Research**. However, if you wish your previously presented/published work to be considered, please contact the organisers. Projects previously presented at local or regional meetings remain eligible for submission. On no account will previously presented or published work be **published in the *British Journal of Anaesthesia*.** You may elect to present your work but not publish the abstract.

Submission of research protocols or early research project results are also welcomed, although the focus of the meetings is typically presentation of completed research. The audience of the BJA Research Forum meetings typically comprises nationally recognised researchers and academics, clinical academics, and clinicians and frontline healthcare staff from across the field of anaesthesia with significant research interests. The forum provides both formal and informal opportunities for discussion, advice, feedback and guidance from a relevant academic audience.

Successful abstracts will typically be themed by topic for presentation at the meeting.

We regret that it is not always possible to accommodate requests to present on a specific day and presenters and delegated are encouraged to attend the whole meeting.

Abstract structure and format

The entry should be in the form of an abstract and should be the authors' own work. It should be submitted on or before the deadline date. **The submitting author is assumed to have gained permission for submission from all co-authors and the submitted abstract should have been viewed by all authors listed.**

Abstracts are processed by automated software within the website submission system. Abstracts must conform to the following criteria or they will not be accepted:

- Must be **no more than 420 words** for the abstract main text. This **includes** any headings, figure legends or acknowledgements, abstract title, author names and abbreviated references.

- We recommend uploading your draft abstract to the system – the system will tell you if you need to reduce the word count. You may edit and re-upload your abstract as many times as necessary.

- Must be an editable **.docx file** (and not a .doc or .pdf).

- Must be on a **single page** with a minimum font size of 11pt.

- Must have 2cm margins all round.

- Can include one figure or table on the single page. This should be appropriately annotated and placed below the main body of the text. **Including a figure may reduce the word count** available to you. Please make the figure or table an appropriate size so that the information can be read or viewed clearly without having to resize the image. All text within a table or figure should also have a minimum font size of 11 point.

- Can include **up to three abbreviated references** (see below).

The abstract Word document you upload should conform to the following layout:

- Title.
- Authors (with the presenting author highlighted in bold) eg CA Smith, **J Brown**, S Smith.
- List the principle institution at which the work was carried out, or that of the presenting author.
- Corresponding author email address (for correspondence should the abstract be published).

- Arranged in the following sections, but titles are not required: **Introduction, Methods, Results, Conclusions, Acknowledgements** (if necessary); followed by **Table/Figure** below the main body of the text, then **References** (see below).

- Up to three key **abbreviated references** are permitted. Please limit to 3 authors and use abbreviated *Index Medicus* Journal Titles. E.g. Futier E, Constantin J-M, Paugam-Burtz C et al. N Engl J Med . 2013; 369: 428-37

Examples of published abstracts can be viewed here: Abstracts for Spring BJA Research Forum meeting, Royal College of Anaesthetists, London, 5th and 6th April 2017. *British Journal of Anaesthesia,* Volume 119, Issue 2, 1 August 2017, Pages e21–e30. https://doi.org/10.1093/bja/aex121

Abstract submission

The website hosts an automated submission system. The submission process asks you to re-enter your title (Prof, Dr, Mr, Mrs, Miss etc), name, and the title of the abstract. This is **in addition** to the information you have provided in the abstract itself, embedded in your Word document.

Please tick the relevant box if you are presenting the abstract yourself (in addition to highlighting the name of the presenter in bold in the author name list in the abstract itself) and if you are submitting the work for consideration of one of the prizes listed.

Next, navigate to your file's location on your computer and upload it. The website checks your work for compliance with the stated criteria. If your submission is rejected, please check carefully through your work, with reference to these detailed guidelines.

Presentation guidelines

Submitting authors will be notified if their abstract has been selected for presentation at the meeting. Unsuccessful submitters will also be notified. The presenting author will need to register for the meeting. Supervisors and co-authors are strongly encouraged to also attend and support their students, trainees and colleagues.

Presentations will usually be limited to 8 minutes with 7 minutes for questions. This format may change slightly depending on the timings at the particular meeting. AV facilities are available at all meetings and a self-contained presentation on an unencrypted USB memory stick is preferred. All presenters must load and check their presentation prior to their allocated session. Acceptable formats include MS Powerpoint, Apple Keynote, Prezi or PDFs. If required, authors may use their own lap-tops or other device. Please remember to bring appropriate VGA/HDMI dongles.

Each session will have a chair who will keep you strictly to time. Please rehearse your presentation as over-runs will not be possible. Questions are invited from the audience and most abstracts generate a lively discussion.

Following questions, the chair will formally ask the presenter if they would like their abstract to be submitted for publication. The society audience is asked if they are in agreement. Any major issues identified may preclude publication. Minor alterations are possible on the day, in collaboration with representation from the BJA editorial team who will be present at the meeting.

Prizes and awards

Some presentations are eligible for awards. These include:

- **The Annual Royal College of Anaesthetist's President's Prize for Undergraduate Research** (requires an abstract submission to the BJA Research Forum meeting held at the Royal College of Anaesthetists, London).
- **Vacation Scholarships**
- **ARS grants to members and non-members of the society** who submit a proposal of high-quality research, relating to either clinical or laboratory based aspects of anaesthesia or intensive care medicine.

The judges will assess the presentation according to the criteria and marking scheme given elsewhere and award the prize(s) accordingly. The Research Council of the National Institute for Academic Anaesthesia (NIAA) now handles administration of the ARS awards, apart from Vacation Scholarships.

Details of specific prizes and awards will be announced before the relevant meetings.

Questions?

You can contact the ARS committee by clicking this link: https://www.ars.ac.uk/contact