



## How to prepare an abstract for BDA events

Thank you for considering submitting an abstract to a BDA event. A new category (innovative service development) of abstracts has been introduced in recognition of the contribution of such abstracts to dietetic practice. Research, audit and service evaluation abstracts can be submitted for either the annual BDA conference (BDAC) or the Symposia for Dietitians New to Research. Innovative service development abstracts may only be submitted for BDAC.

Below are guidelines for preparing and submitting an abstract.

This guidance **MUST** be used. The abstract, in the style described below, must not be longer than one side of A4 (including references). Abstracts that do not use this guidance or are longer than one side of A4 will be returned without being reviewed.

### Format of the abstract

Abstracts must be submitted electronically and instructions for how to do this are available on the BDA web site. Abstracts must be prepared as MS Word files only. The file should be saved as the surname and initial of the lead author followed by the submission date in the following format:

Surname Initial Day Month Year

*For example: Jones T 12 01 09*

If you are submitting more than one abstract please number the files consecutively i.e. *Jones T 12 01 09 1, Jones T 12 01 09 2, etc.*

### Layout of the abstract

Use 11-point Arial font and have margins of 2cm as shown in the template for all sections except the author's address and the reference list, which should use 10-point Arial. You may also use 10-point Arial for tables and figures.

The main sections are as follows:

- **Title:** A concise and informative title; try to use a single statement rather than hyphenated titles or titles that pose a question. Make the title as accurate as possible and do not be too specific to your locality. For example, "Do nurses complete the MUST score on the stroke unit of St BDA's Hospital, Peterborough?" would be better as "Low completion rates of nutritional screening tools on a stroke unit". This will increase the appeal of your work.
- **Names:** Anybody who contributed significantly to the project should be an author. Authorship should be discussed with all collaborators prior to submission and the abstract should be approved by all authors prior to submission. Provide the names of all the authors in this format T Jones, A Smith, and work addresses, including the department name and the full



postal address. Please give the email address of the lead author. Your position (e.g. Specialist Dietitian) and any qualifications (e.g. BSc RD) are not required. If the abstract describes a study that was conducted as part of a dissertation you should discuss the abstract submission with your supervisors. Your supervisors should be co-authors however you must ask their permission before submitting an abstract with their name as a co-author. All abstracts are anonymised before they are peer reviewed.

- There should be a single line space between the author details and the body of the abstract.

**N.B. The content of the abstract will vary depending on the type of abstract. Guidance on both types of abstract is given below.**

### **Research, Audit and Service Evaluation Abstracts**

- The abstract should be divided into the following sections; background, methods, results, discussion and conclusion.
- **Background:** One or two sentences to set the context of your work and justification for why the project was necessary. Refer to published work, e.g. (Hooper, 2001). The full reference goes at the end of the abstract – see below. The aim should be clearly stated at the end of the background, not in the methods.
- **Methods:** Describe what you did clearly and concisely. Describe the study design (e.g. randomised controlled trial, cross-sectional survey etc). Give subjects details and how they were recruited. Explain what methods and statistical tests you used. There should be a statement about ethical approval if appropriate. There is sometimes confusion over the term audit. Only use this term if you are clearly measuring clinical practice against local, national or international standards.
- **Results:** Write two or three sentences on your main findings. You can also provide a table or figure if relevant. Show the statistical significance of any differences. Tables and figures can be copied and pasted from other programmes into the template as usual.
- **Discussion:** Discuss your findings in two or three sentences. Explain the meaning of your results or say how they compare with what you expected or how they compare with other people's work.
- **Conclusion:** Give your final conclusion in one sentence. Do not make sweeping conclusions that are not supported by your findings.
- **References:** In general, an abstract should need no more than 2 or 3 references. These should be cited in the text using the first author's name and year. At the end of the abstract, give the full reference for any publications in the format used in the *Journal of Human Nutrition and Dietetics*, e.g:



Hooper, L. (2001) Dietetic guidelines: Diet in secondary prevention of cardiovascular disease. *J Hum Nutr Diet* 14, 297-305.

Full referencing guidelines are available on the journal web site <http://www3.interscience.wiley.com/journal/117979034/home>

### **Innovative Service Development Abstracts**

- The abstract should be divided into the following sections; background, methods, results, discussion and conclusion.
- **Background:** One or two sentences to set the context of your work and justification for why the project was necessary. Refer to published work e.g. (Hooper, 2001) as appropriate. The full reference goes at the end of the abstract – see below. The aim or purpose should be clearly stated at the end of the background, not in the process section.
- **Process:** Describe what you did clearly and concisely. Detail each step as appropriate.
- **Outcomes:** Briefly describe the outcomes or results of the service development and how this will impact on future service.
- **Conclusion:** Give your final conclusion in one sentence. Do not make sweeping conclusions that are not supported by your findings.
- **References:** In general, an abstract should need no more than 2 or 3 references. These should be cited in the text using the first author's name and year. At the end of the abstract, give the full reference for any publications in the format used in the *Journal of Human Nutrition and Dietetics*, e.g: Hooper, L. (2001) Dietetic guidelines: Diet in secondary prevention of cardiovascular disease. *J Hum Nutr Diet* 14, 297-305.  
Full referencing guidelines are available on the journal web site <http://www3.interscience.wiley.com/journal/117979034/home>

### **How to find help?**

If you would like advice on the type of abstract you should write or about writing your abstract please contact Joan Gandy, BDA Research Officer [researchofficer@bda.uk.com](mailto:researchofficer@bda.uk.com)

Examples of research, audit and service evaluation abstracts have been published in the *Journal of Human Nutrition and Dietetics*. Abstracts from BDA Conference 2008 are available on line at <http://www3.interscience.wiley.com/journal/117979034/home>

Examples of innovative service development abstracts are available on request form the Research Officer.

**Attendance at events**

One author for each accepted abstract is expected to attend the BDA event your submission relates to.

**What happens next?**

After the closing date all submitted abstracts are anonymised and then peer reviewed by experienced members of the BDA. You will be notified of the decision and further instructions on presentation by the conference organisers. Some abstracts may require revision; if this happens you will be given clear instructions on how to revise your abstract and details of the resubmission deadline and process.

Selected abstracts from BDA events will be published in the *Journal of Human Nutrition and Dietetics* at the discretion of the Editor.

Note: Instructions for abstracts vary with different scientific meetings. If you are preparing an abstract for a meeting organised, for example, by the Nutrition Society, their guidelines should be followed.

Revised August 2010

BDA Professional Practice Board