

## How to prepare a conference abstract for BDA events

Thank you for considering submitting an abstract to a BDA event.

Below are guidelines for preparing and submitting a conference abstract. Before starting, consider the message that you want to put across. What is it that you want your audience to remember about your work?

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 07 20*

If you are submitting more than one abstract, please number the files consecutively i.e. *Jones T 12 07 20 1, Jones T 12 07 20 2, etc.*

### Layout of the abstract

Set the page margins to Narrow. The text should be justified. Use 11-point Arial font except for 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 short 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 "Observational study of nutritional screening tool completion on a stroke unit". It is a good idea to include the type of study.

#### 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; 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.

The abstract should be divided into the following sections; background, methods, results, discussion and conclusion.

## **Background:**

Two or three sentences to set the context of your work and justification for why the project was necessary. Refer to published work, if relevant. 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. It is helpful to have a sentence that starts “The aim of this research/service evaluation/literature review was....”

## **Methods:**

Describe what you did clearly and concisely. Describe the study design (e.g. randomised controlled trial, cross-sectional survey, ethnographic study with participant observation etc.). Give subjects details and how they were recruited. Explain what methods and statistical tests/qualitative analysis you used. There should be a statement about ethical approval, including a reference number, if appropriate. If ethical approval was not required for example for a service evaluation include a sentence to that effect. You may need to spend some time editing this section to include the information in as few words as possible.

## **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. Tables can also be useful for displaying quotes from qualitative studies. Your results should relate to the aim of your research.

## **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. Make sure your conclusion is supported by your findings.

## **References:**

In general, an abstract should need no more than 2 or 3 references. Number references consecutively in the order in which they first appear in the text using superscript Arabic numerals in parentheses, e.g. “These findings are consistent with previously published data<sup>(1)</sup>”

References should be listed in a separate section at the end of the paper, in numerical order using the Vancouver system. If an article has more than three authors only the names of the first three authors should be given followed by ‘et al.’

Full referencing guidelines are available on the journal web site:

<http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291365-277X/homepage/ForAuthors.html>

## **Presentation:**

Make sure these guidelines have been followed. Use appropriate language, “people with diabetes” uses more words than “diabetics” but avoids stigma.

## **Marking:**

If you have submitted to a stream that offers a prize your work will be marked by the reviewers. Marks are given for each of the categories above except “names”. Only the initial abstract not the amended version will be marked.

