



Abstract Submission Instructions

If you are submitting more than one abstract you can use the same login for each abstract.

- You can alter your abstracts at any time up to the deadline.
- The abstract must be **no longer than 350 words** – any abstracts over 350 words will be rejected.
- Do NOT include author names in the title or body of your abstract because a “blind” reviewing process will be used – you can enter the names online during the submission process.

Abstracts will be considered for oral presentation, poster presentation, or both. Submissions should either be original research or a significant audit and must contain data and results. Case reports which provide novel insights to clinical practice are also acceptable. Submissions must contain the following:

- Title of the presentation, names of the authors and the institution where they work
- Introduction, description of methods/design, results and conclusion.
- Case reports should include introduction, case report and conclusions, and should indicate what novel insights into clinical practice or endocrine mechanisms they illustrate.
- Audits should describe the patient population, audit methodology and outcomes, and should encompass any change/benefit to clinical practice.

Submitting an abstract

- As a first time user you will need to register your details with the submission system. Once registered you will receive a confirmation email.
- Enter your chosen login details and you will be taken to a screen where you will be able to start the submission process. Please read the instructions on this screen carefully. If you want to submit a new abstract you should click the link that says ‘Click here to submit a new abstract’.
- The abstract submission form contains several questions. Some questions are marked with an asterisk (*) symbol – these questions are compulsory and you will not be able to complete your submission until these questions have been answered.
- If you have to stop part way through the process your submission can still be saved and submitted, however it will be marked as ‘Incomplete’ until all the required sections are complete. When you log in again you can click on your incomplete abstract and resume submission.
- Make sure your submission is marked as ‘complete’ in the submission system, as incomplete submissions will not be considered for review.



Amending a submission

If you wish to change your submission, you can do this at any time up to the deadline. **Any changes made after the deadline will not be valid.** To amend your submission:

- Log in to the abstract submission system.
- You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- Amending an abstract is just the same as the original submission process except that the online form will be automatically filled in with the answers that you gave previously.
- When you click 'Finish' you will be sent an email confirming that your abstract has been amended.

Queries/Withdrawals

If you have any queries about the submission process or you want to withdraw an abstract please contact the Abstracts Manager at bsped@endocrinology.org.

Withdrawals and amendments must be made by **Wednesday 23 September 2020**. After this date, you will be unable to withdraw your abstract from publication in *Endocrine Abstracts*.

Please note that once published, we are unable to make amendments to the content, wording or author list of abstracts.

Acceptance Information

- Authors will be notified of acceptance or rejection in August 2020, ahead of the early bird registration deadline date (Wednesday 23 September 2020).
- Abstracts at BSPED 2020 will be presented as oral communications or posters, across a variety of categories within paediatric endocrinology and diabetes.
- If your abstract is accepted, you should be prepared to present your work on any of the three days of the Meeting (including the CME Day).
- All accepted abstracts will be published online in *Endocrine Abstracts*: a fully citable, open-access resource of presentations from endocrinology conferences.
- Abstracts are accepted on the understanding that the work has not been published or presented elsewhere.
- If your abstract is accepted, at least one author must pay the registration fees and attend BSPED 2020 in Belfast.

The abstract submission deadline is **Thursday 25 June 2020 (23:59 BST)**.

[Click here](#) to submit your abstract for BSPED 2020.