

BAD 102nd Annual Meeting

How to use the online abstract submission system

1. Submitting an abstract

A. Important Information

1. If you are submitting more than one abstract you can use the same email address and password for each abstract.
2. Abstracts are required for all papers and posters.
3. Each abstract must fit within the abstract (approximately 400 words) box

B. Preparation of Your Abstract

1. **Abstracts which do not conform to these instructions will not be considered.**
2. The work to be presented must be original and not already published as a full paper or published as an abstract at a National or International meeting. If, at the time of submission to the BAD Annual Meeting, the work has been presented at or submitted to a National or International Dermatology meeting, it should be declared in the submission process. Prior presentations at the RSM, Irish, Welsh, Scottish, SWETS, NEDS Regional meetings presented should be declared but will still be considered. If the abstract is subsequently accepted at more than one meeting the BAD expects the authors to withdraw from one meeting to avoid duplicate publication. If not declared then the abstract will be rejected and considered a serious probity issue.
3. All selected abstracts will be published the online version of the *British Journal of Dermatology*.
4. **An anonymous selection process will be used: therefore please do not use identifying features such as names of authors, hospitals, medical schools, clinics or a geographic area specific to one hospital in the title or text of the abstract. Any author not adhering to these principles will have their paper rejected.**
5. The body of the abstract should include a statement outlining the aim of the study, the methods used, a factual summary of results and a conclusion. If the abstract is an experimental one or a clinical trial, please state clearly the hypothesis being tested, describe quantitatively the experimental subject and give an appropriate level of statistical data and details of any formal statistical setting. Statements such as "results will be discussed" are unacceptable.
6. Do not use subheadings, e.g. "methods". Start each paragraph with an indentation of three spaces, but do not leave a line space between paragraphs. Uncommon abbreviations should not be used without first being expressed in full. Essential references (not more than two) must be cited in the Vancouver style, as used in the *British Journal of Dermatology*, and must be included in the body of the abstract.
7. Presented data should agree with what is stated in the abstract.
8. Authors submitting to SIGs or Sub-Committee sessions should only submit to one of these sessions.
9. Authors should be aware that single case reports or small case series (less than 5) submitted to the main meeting will always be rejected. Exceptional single cases and small case series are still eligible for submission to the CPC Section.
10. It is strongly encouraged that any audits submitted should be from more than one centre and the audit loop should be closed. Audits from single centres will normally be rejected unless exceptional.
11. Declaration of financial interests: For the proper evaluation of a presentation, it is important that any factors that may influence the objectivity of the presenter are known by the audience. You are

BAD 102nd Annual Meeting

therefore required to reveal the source of any commercial funding for the work described in the abstract. This information must be given within the abstract and will therefore be published if it is accepted for presentation.

12. This year we have given those who had posters accepted in the main meeting the opportunity to submit the abstract for an oral only presentation for a Special Interest Group. In order for this to be submitted the author was asked to resubmit the paper to the relevant group. They were then instructed that if they were accepted for an oral presentation in the special interest group session they should still produce a poster for the main meeting.

C. The Submission Process

1. Log in to the submission system when your abstract is completed and ready to send. To log in, enter your email address and the password you chose when you registered with the system.
2. When you click the “log in” button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully.
3. Submitting an abstract is a multi-step process. Each step asks several questions:
 - Step 1: you can copy the abstract title and abstract text from your Word document and paste it into the submission box. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form – you may have to correct this by writing the name of the symbol in full, for example “beta” instead of β .
 - All steps: some questions are marked “Mandatory”. We cannot accept your abstract until these questions have been answered.
 - All steps: if you do not know the answer to a question – for example you may not be sure in which category your abstract should be presented – you can skip the question and return on a later occasion to complete it.
 - Final step: once you have completed this step click the “Finish” button. If you have answered all the mandatory questions then your abstract will be assigned a reference number and you will receive email confirmation. If you have not answered all the mandatory questions your abstract will be held in temporary storage until you return later and complete all the questions.

2. Amending a submission

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself.

1. Log in to the submission system
2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don’t have to change an answer if you don’t want to.
4. When you reach the final step and press “Finish” you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

BAD 102nd Annual Meeting

3. Withdrawing an abstract

If you want to withdraw an abstract please contact the conference administrator.