

## **Terms and Conditions of Abstract Submission**

All accepted abstracts will be published as a Supplement of a leading Scientific Journal. Abstracts will be available online from the first day of the Congress.

### **Abstract Submission – guidance notes**

- All abstracts must be typed in English
- Please proofread your abstract carefully to avoid errors before submission. No proof pages will be sent to authors.
- The abstract title should be shown in sentence case and should not exceed 30 words in length
- Please structure your abstract as: Background, Materials and Methods, Results, Conclusions (it is not satisfactory to state "the results will be discussed")
- The body of your abstract should not exceed 400 words
- Graphs and figures must be in jpeg, tif or gif format and files should not exceed 500kb. Graphs and figures should be submitted in black and white only as they will not be printed in colour; complex graphs and figures should not be included in the abstract submission but saved for the final presentation (oral or poster)
- Tables should be created using the drop down boxes within the abstract submission site and should not be pasted in as images
- Please provide the legend for tables and images in the References and Legends field within the submission site
- Special characters may be input via the abstract submission site tools; how to do this is clear when you are in the site
- You may submit references (up to a maximum of 120 words); see the submission site for more information about format.
- Names of all authors must be shown and an abstract must have a presenting author identified.
- Notification of the outcome of submissions will be sent to the submitter inputted in step 1 of the submission process.

### **Required Affirmation**

In order to have an abstract considered for presentation at the Congress, presenters must confirm compliance with the following authorship eligibility rules:

- All included authors have made substantial contributions to the conception or design of the work; analysis, or interpretation of data for the work; AND
- Been a part of the drafting the work or revising it critically for important intellectual content; AND
- Provided their final approval of the version to be published; AND
- Agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

The submitter is responsible for ensuring that all authors have read the abstract and agreed to be co-authors. It is also essential that authors have participated in the work resulting in the abstracts.

### **Abstract Withdrawal**

Authors who wish to withdraw their abstract at any time in the review process, should do so by writing to the organising secretariat at [hivglasgow@ashfieldhealthcare.com](mailto:hivglasgow@ashfieldhealthcare.com) and quoting the title of the abstract to be withdrawn, the name of the presenting author and if possible the reference number issued on submission of their abstract. Abstracts withdrawn after **Friday 7 September 2018** may still be published in the Journal and on-line.

### **Abstracts review and disposition**

All abstracts submitted to the Congress will be reviewed by members of the Scientific Committee. All abstracts will be considered for either oral or poster presentation unless you select poster only in the drop down box on the step 2 submission page specifically indicating you do not wish your abstract to be considered for oral presentation. The review teams will determine if the abstract merits inclusion in the programme and, if accepted, will schedule the abstract in the appropriate session for the congress. An abstract may be rejected for one or more of the following reasons:

- Not appropriate for this Congress
- No background or hypothesis provided
- Insufficient data or absence of conclusion
- Poorly written
- Apparent duplication of another abstract submitted to the Congress
- Apparent duplication of another published work

Abstracts will be inputted into an electronic fraud assessment program to establish whether there may have been any instances of plagiarism. If plagiarism is suspected, submitters will be notified of this and their abstract will be rejected unless they can confirm that the abstract is legitimate and plagiarism has not occurred.

### **Submission outcome**

Authors will be notified of the outcome of their submission by **3 September 2018**.