EASL meetings- Abstract submission guideline

Below you will find the major key points and rules needed to prepare your abstract for submission.

# Template



Topic

Download the word template on the abstract submission platform



# Title

Choose your track and topic so that it will be reviewed in the appropriate category

Title should be on a single line (no paragraphs) Length is 50-250 characters (excluding spaces)

Do not use all capital letters

Do not use any abbreviation in the title

Do not put a period at the end of the title

Title should not have each word capitalised.

Examples:

* This is a correct example titlefor yourabstract

 THIS IS AN INCORRECT EXAMPLE TITLE FOR YOUR ABSTRACT. (all caps)

 This Is An Incorrect Example Title For Your Abstract. (each word capitalised)

# Authors

* Mandatory fields: Complete first name (not only the initials), last name, email and country
* Indicate corresponding and presenting authors (if different from submitter)
* When copy/pasting names, make sure there is no space after the name

# Affiliations

* Department (optional), institution/company, city, country
* Do not use all capital letters and do not capitalise the first letter of each word
* When entering new author’s affiliation, if the affiliation the same make sure it is written the same way

# Abstract body

* The following blocks are available in the abstract body and appear in the word template:

## Background and Aims:

* + **Method:**

## Results:

* + **Conclusion:**

## Figure: limited to one figure OR one image OR one table per abstract see example below:

OR OR

**IMPORTANT**: Should you upload **more than one** figure **OR** one image **OR** one table **we will keep the first one and automatically delete the other(s).**

* Do not change the blocks titles (Background and Aims, Method, etc), the system will not allow you to upload a document with modified titles.
* In total, the ideal number of block characters (excluding spaces) should be between 500- 2500
* The characters of the table are included in the count of the total number of characters used
* You do not need to enter content in all blocks
* Do not leave spaces between each block
* Write immediately after the block’s semicolon example:

Correct

* Background and Aims: Many acute liver diseases are accompanied by … Wrong

 Background and Aims: Many acute liver diseases are accompanied by …

* Main formatting rules:
	+ Define all abbreviations at first use
	+ Decimal point should be a period (2.5)
	+ Put spaces between signs and number (2.5 = a)
	+ Significance value should be small ‘p’, not bolded nor italic (p > 2.5)
	+ Avoid using symbols (use “alpha”, not α). Never use the “symbol” font

# Postdoc and Trainees, Nurses and AHP Bursary

If you are aged 35 or under and/or still in training (at the time of the first day of the event), and you are an EASL member, you can apply for a travel bursary

* Upload proof of age or proof of training or employment letter (nurses and AHP)
* Provide your EASL membership number (not applicable for nurses and AHP)

# Disclosure-Conflict of interest

* List ALL the conflicts of interest even if unrelated to the abstract, for all the authors
* Indicate the company(ies) for the different types of conflicts for each author
* If the type is not listed, use the “other” field and indicate the nature of the conflict
* In case of use of off-label products, disclose the name of the product and the manufacturing company

# Modifications

* Do not withdraw a paid abstract submission
* Modifications on draft abstracts can be done on the platform until the submission deadline of the given event