

Abstract supplements - Guidelines for Organisers

General requirements

Abstracts submitted to the journal must be original and must not have been previously published elsewhere. Abstracts published on a meeting website or in a conference book can be published in a journal by arrangement with BioMed Central subject to the approval of the journal's Editor-in-Chief and provided that any copyright issues can be resolved.

All abstracts should be reviewed by meeting organisers prior to submission to BioMed Central to ensure suitability for publication.

Organisers must ensure that corresponding authors aware that their abstract has been accepted for presentation at the conference and that it will be submitted for publication in a BioMed Central journal.

Meeting organisers are asked to remind corresponding authors that the author list must be complete and that all named authors should agree to the submission of the abstract for publication.

Submitted abstracts must be in their final edited format.

(Note: While we can accept minor corrections to the abstracts after submission, any major editorial changes that are required may result in extra charges. Organisers will be asked to check the content of each abstract after the initial coding stage. Corrections should be supplied to BioMed Central as a batch. Please see "[The production process](#)" below for full details.)

Collection and preparation of abstracts

File for submission

Abstracts should be submitted as a single file (.DOC or .RTF). Abstracts should appear in the file in the order they are to be published, and should be numbered consecutively, using any combination of the following formats:

- I1 for an introductory article, if applicable
- A1, A2, A3 default numbering – use this if you don't wish to specify the type of presentation
- P1, P2, P3 for poster presentations
- S1, S2, S3 for speaker presentations or
- O1, O2, O3 for oral presentations

If you wish to use any other prefix letters, please let us know.

NB In the online publication, abstracts will appear in the alphabetical order of the prefix letters above.

Each abstract should ideally be separated from the next using a page break. Please detail any session numbers or titles that you wish to include on a separate page before the abstracts start.

All abstracts should be in English. Spelling within any one abstract should be US English or UK English, but not a mixture.

Figures should be included in the main text file where they are to appear. If, for any reason, figures are supplied as separate files, please ensure that the figure filename matches the abstract number so that we can easily identify where it is to be positioned.

Preparation guidelines – variables

Our general guidelines for preparation are attached and these are intended to be suitable for circulation with your call for abstracts. There are items that you may wish to alter, however. A list of these possible variables is given below. *If you have already collected your abstracts and the formatting differs from our guidelines, please send us a representative selection of examples so we can let you know what needs to be changed so that the abstracts will conform in the most important ways.*

Email addresses We can include an email address for the corresponding author on the published abstract. If you want this to be included in your abstracts, please ensure that it is included in the relevant abstract, after the affiliations and before the text in the format: E-mail: me@bmc.com, and underline the corresponding author's name.

Please note, however, that you are responsible for ensuring that authors agree to the inclusion of email addresses under data protection laws that may apply in your country.

Please supply BioMed Central with a separate list of contact e-mail addresses for authors. As part of the agreement to publish we ask for this information in case of any necessary communication with the author. We may also contact the author following publication to encourage the submission of original manuscripts to the journal.

Tables Some organisers may not want to accept tables in abstracts. If this is the case, then simply remove this section from the guidelines. Please request that tables are kept to a minimum.

Figures Our standard guidelines request that figures are prepared as 300 dpi; if you plan to print the abstracts, you may wish to change this to 600 dpi. Some organisers may not want to accept figures in abstracts. If this is the case, then simply remove this section from the guidelines. Please request that figures are kept to a minimum.

References We automatically link references to PubMed where possible, so it is important that references are supplied in the correct format. Some organisers prefer not to accept references in abstracts. Again, if this is the case, please remove the section from the guidelines.

Please supply BioMed Central with a copy of the guidelines you are distributing.

List of information required by BioMed Central at submission

Before we can begin production we will need the following information, which should be provided on or before article submission:

1. A list of editors

A list of the Editors (with short affiliations if required) of the supplement should be provided, if applicable. Editors' names will appear on the supplement browse page (i.e. the first page of the online contents list – see <http://www.biomedcentral.com/1471-2105/9?issue=S7> for an example).

2. Confirmation of meeting details

Please confirm the exact title, location and dates of the meeting (if applicable), which will be displayed on the supplement browse page.

3. Title of supplement

Please provide a suitable title for the supplement. If you have published proceedings from this conference with BioMed Central before, we suggest that the name follows a similar pattern for continuity. Note that we prefer not to have any undefined abbreviations or acronyms in the title and that we suggest that the title starts with "Proceedings of" if appropriate.

4. Article types

All articles published in BioMed Central journals are given an 'article type', eg Oral presentation, Poster presentation. Unless otherwise requested by the organizer, supplement abstracts will be defined as "Meeting abstracts".

Meeting organizers may also provide:

5. Further information about the supplement

This allows organizers to include additional information about the supplement, such as acknowledgements, a list of the organising committee members, contact addresses, etc.

Further information should be submitted both as a Word file and as a PDF. The PDF will be available via a link on the supplement browse page called "Additional information", but will not be produced in full-text format or submitted to PubMed.

BioMed Central reserves the right to approve the content and to add or amend information subject to agreement with the organizers.

6. Further information about the conference

We can include a link to a specific website for the meeting – please supply the URL. Please note that this should be a permanent web address, rather than one that is likely to change. This link will appear via a link on the supplement browse page called “Conference website”.

7. Sponsorship

A brief sponsorship acknowledgement may be included. BioMed Central reserves the right to approve or amend the wording subject to agreement with the organizers.

The production process

1. Submission

Please contact us via supplements@biomedcentral.com when you are ready to submit the abstracts. Submission can be by email, via our dedicated ftp site (please ask for details), or on CD-ROM.

2. BioMed Central submission check

BioMed Central checks the formatting of the submitted abstracts and notes any incorrect formatting or missing information. BioMed Central sends the organizer a list of any requested changes.

3. Organizer and author full-text check

BioMed Central codes the correctly formatted files into XML and provides the organizer with a list of URLs where the full-text versions of the abstracts can be found.

Since all editorial work should have been completed prior to submission, this checking stage is only to ensure that the full-text version of the abstracts matches the file submitted to BioMed Central and that all content displays correctly on screen. Editorial corrections should not be made at this stage, unless absolutely essential.

Corrections should be collected by the organizer and provided to BioMed Central.

4. Full-text corrections stage

BioMed Central will make any necessary corrections to the full-text versions of the abstracts and notify the organizer when this has been done. The organizer may be asked to check that any complicated corrections have been completed properly.

5. Final corrections and PDF production

BioMed Central will enter any final corrections and check in-house that these have been carried out correctly. If there are complex corrections that are still unclear, BioMed Central will contact the organizer for final approval.

BioMed Central will create a typeset PDF containing all the abstracts and check it in-house, and will notify the organizer of the proposed publication date.

6. Publication

All abstracts are published simultaneously in both full-text and PDF versions and BioMed Central will e-mail the organizer when this has been done.

7. Post-publication

BioMed Central will submit all abstracts supplement to the NCBI who will evaluate it for inclusion as a listing in PubMed (note that PubMed does not list individual abstracts). Publication of the supplement will be announced on the journal's homepage, the BioMed Central homepage and in the BioMed Central Email Update to registered users.

In the event of any queries, authors should contact the organizer in the first instance and queries that cannot be resolved should be forwarded to the supplements team at supplements@biomedcentral.com. Additionally, BioMed Central is always interested in receiving feedback regarding our supplement publishing service.

Guidelines for Authors: Preparation of Abstracts

Title

The title should be in bold, sentence case with no full stop at the end, e.g:

Results from experiments in this field

Authors

First name, middle initials if required, and surname with no full stop at the end. Underline the name of the corresponding author. A comma should separate author names. Where authors are from a number of different institutions, the appropriate institution number from the affiliation list should be given as a superscript number immediately after each author's name, e.g.:

John Smith¹, Susan Jones², Bill Fisher³

If the authors are presenting an abstract on behalf of a study group, this information should not be included in the author list, but should appear in an Acknowledgements section.

Affiliations

Affiliations should include department, institute, town and country. Where there are multiple affiliations, each should be listed as a separate paragraph. Each institute should appear in the order used against the author names (see above paragraph) and show the appropriate superscript number, e.g.:

¹Department, University, Town, State, Zipcode, USA

² University, Town, State, Postcode, UK

² Company, Town, State, Canada, Postcode

Main text

- Should not be more than 400 words, unless otherwise specified by your conference organizer
- Please use single line spacing
- Type the text unjustified, without hyphenating words at line breaks
- Use hard returns only to end headings and paragraphs, not to rearrange lines
- Use the BioMed Central reference format (see below)
- Greek and other special characters may be included. If you are unable to reproduce a particular special character, please type out the name of the symbol in full
- SI units should be used throughout (litre and molar are permitted, however)
- Web links (URLs) should be provided in full, including both the title of the site and the URL, in the following format:
 Mouse Tumour Biology Database
 [http://tumor.informatics.jax.org/cancer_links.html]
- Abbreviations should be used as sparingly as possible and should be defined when first used

Structured abstracts

In structured abstracts, paragraph headings should be typed in **bold** with no colon at the end. Do **not** use the heading 'Abstract'. Each heading should be in a separate paragraph, e.g.:

Background

Followed by regular text, on a new line and in the same format as shown above for main text.

Materials and methods

Results

Conclusions

Tables

Tables should be numbered (e.g. Table 1) with an optional title and legend, and should be included in the document where they are to appear. Tables must be cited/called out in the text.

Tables should be formatted using the "Table function" in a word processing program to ensure that columns of data are kept aligned when the file is sent electronically. Tables should not be created with tabs or submitted as graphical items.

Figures

Figures and illustrations should be numbered (e.g. Figure 1) with an optional title and legend. This text must form part of the text file and not the figure file. Figures must be cited/called out in the text.

Figures must be supplied electronically in the body of the text at 300 dpi minimum. Each figure must be inserted as a single, composite file (parts must not be separate graphical units). Don't include figures with embedded hyperlinks.

Acknowledgements

Brief acknowledgements may be included and should be placed after **Conclusions** and before the **References**. If the abstract is being presented on behalf of a study group, this information should be noted here rather than in the author list.

References

All references should be cited/called out consecutively in the text, using numbers in square brackets. Only papers that have been published, or are in press, or are available through public e-print/preprint servers should be included in the reference list.

Journal abbreviations should follow MEDLINE standards.

References should be laid out at the end of the abstract in BioMed Central style and preceded by the relevant reference number. An example of a reference for a journal article follows. The full reference style guide can be found at the journal's website.

1. Chomczynski P, Sacchi N: **Single-step method of RNA isolation by acid guanidinium thiocyanate-phenol-chloroform extraction.** *Anal Biochem* 1987, **162**:156-159.

Guidelines for Authors: Preparation of Abstracts – Sample Abstract

Abstract title here in sentence case (no unnecessary capitalization) and no full stop at the end

Firstname A Lastname^{1*}, Firstname B Lastname², Firstname C Lastname³

¹Department, University, Town, State, Zipcode, USA

²University, Town, County, Postcode, UK

³Company, Town, State, Canada, Postcode

*Email address of corresponding author if being included

The text in this abstract should not be more than 400 words, unless otherwise specified by your conference organizer. Please use single line spacing and type the text unjustified without hyphenating words at line breaks. Use hard returns only to end headings and paragraphs, not to rearrange lines.

Greek and other special characters may be included - if you are unable to reproduce a particular special character, please type out the name of the symbol in full. SI units should be used throughout (litre and molar are permitted, however). Abbreviations should be used as sparingly as possible and should be defined when first used.

Citations to references should be included in square brackets [1,2], and citations to any figures (Figure 1) and tables (Table 1), must also be included.

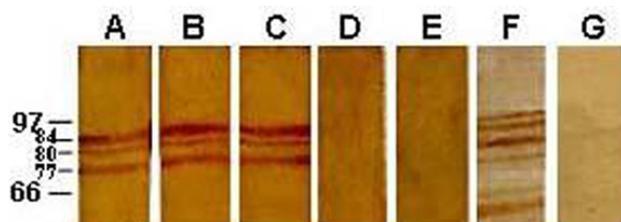
Structured headings such as Background, Results and Conclusions may be added.

Table 1. Tables should be formatted using the "table function" in a word processing program not created with tabs or submitted as graphical items.

	X ^a	Y	Z	p [*]
Parameter 1	≤9	10-12	≥13	0.01
Parameter 2 ^b	1.20	1.07	0.98	0.0001
Parameter 3	a	b	c	0.05

Short legend if required. ^a footnote. ^b footnote.

Figure 1. Figure titles and legend must form part of the text file and not be part of the graphical figure. Figures must be supplied electronically in the body of the text at 300 dpi minimum. Each figure (even if made up of parts) must be inserted as a single, composite file.



Short legend if required.

References

1. Lastname A, Lastname B, Lastname C: **Title of journal article.** *Journal Medline abbreviation* year, vol:first page-last page.
2. Lastname E: **Title of book chapter.** In *Name of Book. Volume 2.* 2nd edition. Edited by Lastname F. Place: Publisher; year first page-last page.