

## Abstract formatting

# Faculty of Physician Associates 6<sup>th</sup> Annual Virtual Conference 1 – 2 December 2022

### Call for abstracts – abstract formatting guidelines

We invite submissions of abstracts to be considered for poster presentation at the conference. **Please note** you must be a member of the Faculty of Physician Associates to submit an abstract.

- Abstracts that do not follow the formatting guidelines below will be returned to the author:
- Abstracts must be submitted as an MS Word file and on the template provided and sent through to [fpaevents@rcp.ac.uk](mailto:fpaevents@rcp.ac.uk), along with the submission form.
- The template should be saved and submitted in **.doc or .docx** format
- Abstracts must not include author details (names or institutions) – reviewing will be blind.
- Author details should only be added to the online submission system.
- Abstracts and presentations must be submitted and presented in English.
- Abstracts must not exceed 400 words (not including abstract title, conflict of interest statement, or captions for tables and images).

### Abstracts should include the following delineated sections:

- A title
- **Aims** – in one sentence, explain the specific aim of the project.
- **Methods** – briefly describe the methods used throughout the project. List key steps carried out, tools used and timeframe.
- **Results** – summarise the results from the project and include sufficient evidence to support the results and to identify what changes have emerged. The evidence must support the conclusions made.
- **Conclusions** – the conclusions should address some or all of the following questions:
  - after the analysis of the results, what is the opinion or judgement of the author(s)?
  - has the project achieved its objectives?
  - what new knowledge was gained from the project and what change(s) happened as a result?
  - what are the implications of the study?
- a conflict-of-interest statement
- abstracts should be a maximum of one side of A4 when printed (including title, authors' information, and any tables or images)
- please prepare abstracts in Calibri, 11-pt font, single line spacing.

## Abstract formatting

- Abstracts must contain sufficient information that will serve as a complete report, independent of a full presentation.
- Abstracts should not contain statements alluding to results or conclusions not presented in the text; abstracts stating, 'will be discussed', 'will be described' or 'will be presented' will be rejected.
- Abstracts should be written in the past tense, i.e., should state what was done, not what is being, should or will be done.

### Please follow standard RCP house style guidelines:

- UK English spelling must be used.
- Use only standard abbreviations (e.g., NHS, UK). Non standard abbreviations should be spelled out in full the first time they are used.
- Full stops should not be used in the middle or after abbreviations or contractions (e.g., 'Dr', 'NHS').
- Bullet points should be complete sentences starting with upper case and ending with a full stop. In the case where bullet points are not full sentences, they should start in lower case with a full stop on the last bullet point only.
- Proper nouns should start with upper case (e.g., the name of an institution or department). Do not use upper case for job titles. Initial upper case should not be used for specialties or diseases/conditions (e.g., cardiology, stroke).
- Italics should only be used for the names of publications.
- Express numbers below 10 in words; use numerals for 10 and above.
- Four-figure numbers and above should include a comma (3,000; 30,000).
- Measurements should use numerals and include a space between the number and the unit (10km).
- Simple tables are acceptable but abstracts containing graphs, diagrams and complex tables will be rejected.
- Abstracts should not include references.

### Dates and times should be presented as follows:

- 8 April 2014.
- 12–13 March 2015.
- 2013–14.
- 1990s (no apostrophe).
- on 8 July.
- 20th century.
- 9.30am.

### Hyphens should be used as follows:

- 16–year-olds
- 16–to 17-year olds.
- 24–hour service.
- out-of-date report

**Responsibility for accuracy rests with the presenting author and will not be checked by the organisers or the reviewers. Please proof-read abstracts carefully before submission.**