



## BreastScreen Australia Conference 2018

### ABSTRACT SUBMISSION INSTRUCTIONS & GUIDELINES

Please read the following instructions on how to prepare your abstract and use the Oxford Abstracts Submission System to submit, edit or withdraw an abstract for the Breast Screen Australia (BSA) 2018 Conference.

#### REGISTER AS A USER IN THE OXFORD ABSTRACT SYSTEM

Go to the **BSA 2018 Conference [website](#)** Call for **Abstracts** page and **click on the [link](#) to access the abstract submission system**. The system will automatically prompt you with a message to register your details if you have not yet done so.

1. Enter your name, surname and email and choose a password.
2. Enter any other personal information such as address, phone number, post nominal/s (degrees) etc.
3. You will be sent an email confirming your password to access the abstract submission system.

Abstracts submitted in hard copy will not be accepted. Only abstracts submitted via the online Oxford Abstracts Submissions System will be accepted and reviewed.

#### IMPORTANT

- Abstract submissions close **midnight (AEST) on Saturday 30 September, 2017**.
- **All presenters must be registered to attend the conference.** Abstract acceptance will be subject to registration for the conference. If your abstract is accepted for a presentation, you will need to register by **no later than Wednesday 14 February 2018**. **Presenters who fail to register by the due date risk having their presentation removed from the conference program.**
- **Please remember that submitting an abstract does NOT automatically register you as a conference delegate.** Conference registration can be completed online at a later date.
- All communications about your abstract submission will be sent to the email address you submit.

- We recommend that the user ID and email belong to the main author that will be presenting at the conference.

## SUBMIT AN ABSTRACT

The conference offers a text-based submission form where you will be required to enter the information regarding your abstract, such as title, authors, biography, etc. Submitting an abstract is a multi-step process:

1. Ensure that you have a copy of your abstract file on hand so that you can copy/paste the information easily into the text-based submission form's fields.
2. Your abstract is to be one paragraph of no more than 300 words.
3. Go to the Oxford Abstract Submission System [Log In page](#).
4. Enter your email address and the password you chose when you first registered as a user.
5. Click the “log in” button and you will be taken to a screen from which the submission process starts.
6. Choose one of the following based on what you are submitting:
  - If you are submitting an individual abstract click on “**Click here to make a new submission**”.
7. Please read the instructions on this screen carefully. Please follow the steps below and click “**Next**” to go to the next page.

**STEP 1:** Enter the title and abstract text, by either copy/pasting from your word file or typing in the information. Remember there is a 10 word limit for the title, and 300 word limit for the abstracts which must be one paragraph. Click “**Next**” to continue.

**ABSTRACT TITLE (MAX. 10 WORDS):** The title should be as brief as possible but long enough to indicate clearly the nature of the abstract. If you wish to include a subtitle, it must be included in this field and included in the 10-word limit.

**ABSTRACT BODY (MAX. 300 WORDS/ONE PARAGRAPH):** Any abstracts exceeding the word limit will not be accepted.

- **References** are not required. If you wish to include them, they must be included in the body of your abstract and included in the 300-word count.
- **Special symbols and formatting** are to be used sparingly. Once your submission is complete, please read your abstract in full to ensure the symbols are displayed correctly, and if not, please click on the “**Insert Symbol**” icon on the screen to see the list of available symbols.
- Do not use **tables or figures**.
- **Do not include** authors names, institution or other identifiers in your abstract as all abstracts will be blind reviewed.
- **Ensure your abstract is print ready.**

**STEP 2:** ENTER information about the authors and affiliation/s (Affiliations refer to any university, foundation, institution or organisation such as a workplace that is affiliated with your abstract submission. You are only required to add your affiliation/s if applicable. If you do not have any affiliations, please mark N/A in each field and add your country of residence in the ‘Country’ field). Click “**Next**” to continue.

**AUTHORS:** You **MUST** enter the names of all authors here (including yourself if you are an author) in the order in which you wish them to appear in the printed text. **Names omitted here will NOT be printed in the author index or the final program.** Please ensure the spelling of their names and affiliations (if applicable) is correct.

We recommend that you share the summary with the other authors so they can check that their names and affiliations are correctly listed and spelled.

**PRESENTERS:** The system will allow you to nominate one or more presenters, which can be yourself (the person submitting the abstract) and/or any other of the authors.

**BIOGRAPHY (MAX 150 WORDS):** Provide a 3-4 sentence biography of the primary presenter, exactly the way you would like it read for your introduction (please write in the 3rd person).

**STEP 3:** Confirm the following items for your abstract submission:

- **PERMISSION TO PUBLISH:** You are required to provide permission on behalf of all authors and affiliations associated with the abstract submission, for the abstract to appear on the BSA 2018 Conference website, Conference phone app and in printed Conference material if it is accepted for presentation.
- **AUTHOR APPROVAL:** You are required to confirm that the submission has been approved by all authors.
- **AUTHOR WILL ATTEND:** Submitters must indicate that they confirm that at least one author will register in full to attend and present at the Conference if the submission is accepted for presentation.
- **PRESENTATION FORMAT:** Select your preferred type of presentation. Please note that in the event your submission is accepted for a presentation, you may be allocated a different presentation format than the one you have selected during the submission process.
- **SUBMISSION CATEGORIES:** Choose a subject category which best describes your submission. If you choose 'Other', please specify.

❖ **SUBMISSION CATEGORIES:**

- Incorporating technologies for screening and assessment
- Genetics in the future and implications for the Program
- Increasing participation among unscreened or under-screened women
- Health economics of population screening
- Tailored Screening Response
- Consumer Lead Services
- Clinical Issues
- Other (please specify)

Click **“Submit”** to confirm and finalise your submission.

**STEP 4:** If you have answered all of the mandatory questions then your abstract will be assigned a reference number and you will be taken to a **summary page**.

**REQUIRED FIELDS:** Some fields are marked **“Required”**. The system will not accept your abstract until these questions have been answered. 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.

**WORD LIMIT:** Please note the system will not accept fields that exceed the word limit, and will not allow you to continue once the word limit is met.

8. Click on the Abstract Title within the summary page to check all the details of your submission are correct. This will open your submission so that you can edit if required.
9. You will be sent a confirmation email with your submission reference number.
10. Abstract submitters will be notified of the submission outcome via email to the email address provided when creating your profile. Notifications of abstract acceptance will be sent to all submitters on **Wednesday 1 November 2017**.

### **SUBMITTING MORE THAN ONE ABSTRACT**

If you are submitting more than one abstract, please use the same email address and password for each abstract. Click the '**New Submission**' button on the summary page to submit a new abstract. Please follow the same steps as above to complete the submission.

### **EDITING OR AMENDING AN ABSTRACT**

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

1. Log back into the submission system.
2. You will see the list of abstracts that you have submitted so far. Click on the abstract that you wish to change.
3. Edit the fields you want to change. The process of amending an abstract is the same as the original submission process, except that the fields will already be populated with your previous entries – you don't have to change an answer if you don't want to.
4. Click "**Finish**"
5. You will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

### **WITHDRAWING AN ABSTRACT**

If you want to withdraw an abstract, please contact the Conference Office in writing via email to [bsa@thinkbusinessevents.com.au](mailto:bsa@thinkbusinessevents.com.au). Please note that withdrawals need to be communicated in writing by the author who originally submitted the abstract, and in doing so, the Conference Office assumes that all other authors/presenters have been informed of the withdrawal.