Abstract Submission Guidelines

NEW EXTENDED Deadline for Submissions: <u>23:59 Sunday 14 April 2019</u>

The programme committee are pleased to announce that they are welcoming abstract submissions for inclusion in the 2019 programme for poster display and facilitated poster discussions.

This is your opportunity to report on the innovative work you have been doing, whether it is policy, practice, education, current research, inter-professional or inter-agency working in breast cancer imaging.

The programme committee will be offering the opportunity to present in a facilitated poster discussion session. The posters can be viewed by attendees during the conference, at designated times in the programme.

The abstracts will be printed directly from the information you have provided and will appear in the printed final programme and book of abstracts provided to attendees at the conference. They will also appear on the conference website.

All abstracts should be submitted ONLINE through the abstract submission system, to submit, click here

Authors are advised to print each page of the process for their own records, **as a copy of the submission will not be available after they click on the final SUBMIT button.**

<u>Please read the instructions below carefully before preparing your abstract.</u>

Types of abstract:
The categories available for your abstracts are:

Radiologist submissions:
- Research

Radiographer submissions:
- Research
- Educational
- Quality improvement

Please read the instructions below carefully before preparing your abstract:
- Aim to capture the conference committee's interest.
- Be clear and concise.
- Check the abstract carefully, or better still, ask a friend who doesn't know the work to check it for spelling, grammar, readability and clarity.

Title
The title of your abstract should be succinct yet clearly describe the content of the work. Do not use any abbreviations in the abstract title. The titles of accepted abstracts will be published in the final conference programme and on the conference website. You should adhere to the original title and content of the abstract when presenting.

Abstract content
- Your abstract should not exceed 250 words.
- Abstracts may be reduced in size for printing, so all lettering, symbols, tables, graphs and lines should be clear and distinct.
- Abstracts must be submitted in English.

General style guidelines
- Use standard abbreviations only and place any unusual abbreviation in parentheses after the full word the first time it appears.
- Use generic names of drugs.
- If reference is made to proprietary products or equipment, the manufacturer's name and location should be included in parentheses.
- Please check your abstract carefully as it will not be edited.

References
- References should be listed in the separate box provided in the abstract submission system.
- References should be complete and correct – including full author name, date, correct full title, place of publication and publisher name.
- Full references are listed separately and are not included in the word count.
- For journals - volume, issue and page numbers must be included
- Only sources referred to in the text should be included in the reference list.
- References should be consistently presented in Vancouver (numbered) style.

Email address
Please supply a contact email address for publication in the book of abstracts.

Biography
Please supply a brief biography for the principal and second author/presenter.

Authors
Give first name initial, first name, last name and institution name (place of work or location where work was carried out) of main authors associated with the abstract. Omit degrees, titles or appointments.

If you have any questions regarding submitting an abstract, please contact the Conference Organisers:
The Conference Collective, 8 Waldegrave Road, Teddington, Middlesex, TW11 8GT
Tel: +44 (0)20 8977 7997 Email: bci@conferencecollective.co.uk

Please refer to the website for programme updates: www.cambridgebci.org