



**22 to 24 April 2026**  
**ACC Liverpool**

## **ABSTRACT EDITORIAL GUIDELINES**

### **1. Diabetes**

- Use in sentence case
  - type 1 diabetes
  - type 2 diabetes
  - person or people with type 1 diabetes
  - person or people with type 2 diabetes
- Don't use
  - Type 1 Diabetes
  - Type I diabetes
  - Type 2 Diabetes
  - Type II diabetes
  - TDM1
  - TDM2
  - T1DM
  - T2DM
  - Type 1 diabetic or diabetics
  - Type 2 diabetic or diabetics
- Where possible, replace 'diabetic patient(s)' with 'patient(s) with diabetes' and 'non-diabetic' patient(s)' with 'patient(s) without diabetes', and 'a diabetic' when referring to a person with 'a person with diabetes' and 'diabetics' with 'people with diabetes'.
- When diabetic forms part of a medical term it is fine to use, eg 'diabetic foot disease'.
- The word mellitus is not needed when it is preceded by diabetes.
- When you use diabetes/diabetic it should be lower case, unless, of course, at the start of a sentence.

### **2. Abstract titles**

- Upper case should only follow a full stop, question mark or exclamation mark.

- Titles with a statement following a question should be run-on, eg 'How should I proof abstracts? An idiot's guide to proofing'.
- City of institution should be included, eg University of Manchester, Manchester, UK not University of Manchester, UK.
- All titles with a subtitle or strap should use a dividing colon (:) not an em dash (—), en dash (–) or a hyphen (-), eg:

Use Anaemia in diabetic foot patients: A forgotten complication not Anaemia in diabetic foot patients – a forgotten complication or Anaemia in diabetic foot patients - a forgotten complication.

Use Clinical care: Complications not Clinical Care: complications or Clinical care: complications

- Healthcare, particularly in titles, poster categories and contents, should be one word and all in lower case unless at the start of a sentence and not written as Health Care or Health care.

### **3. Order of content - except abstracts submitted under case reports category**

Order of abstract content should follow:

- Aims or objectives
- Methods
- Results
- Conclusions or summary

### **4. Acronyms**

- Acronyms are not permitted in the title and should be written in full – Quality and Outcomes Framework – followed by the acronym in brackets - (QOF).
- Acronyms as appears in the title can continue to be used in the text body. Any new terms must be written in full, followed by the acronym in brackets.
- SD, standard deviation, does not need to be defined on first use.
- USA states to be spelled out in full in affiliations, eg New York not NY.
- Institution names in affiliations should be spelled out in full with acronym in brackets, eg British Heart Foundation (BHF).

### **5. Italics and bold text**

- Italicise *Buttermouse*, *ex vivo*, *in vivo*, *in vitro* and any gene or genus name.
- Bold titles of journals, books, such as **Diabetic Medicine** etc.

## 6. -ise/-ize, -yse/-yze and -isation/-ization spellings

- English spellings should be used as standard
- Use -ise, -yse and -isation spellings as standard not -ize, -yze or -ization eg:

standardise, characterise, normalise, organise, etc not standardize, characterize, normalize, organize, etc.

analyse, catalyse, paralyse, hydrolyse etc not use analyze, catalyze, paralyze, hydrolyze, etc  
organisation, normalisation etc not organization, normalization, etc.

## 7. Upper case and lower case

Use lower case when referring to job titles and organisations generally, and upper case when referring to a specific person or organisation, eg:

Doctor, nurse, diabetes specialist nurse, diabetes inpatient specialist nurse, professor, consultant, clinician, podiatrist, clinical lead for diabetic medicine, primary care trust (PCT), primary care organisation (PCO), NHS foundation trust, strategic health authority (SHA), diabetes inpatient team, acute admissions unit, etc.

Debbie Stanisstreet, Diabetes Inpatient Specialist Nurse, Norfolk and Norwich University Hospitals NHS Foundation Trust. Simon Eaton, Consultant Physician and Diabetologist, Northumbria Healthcare NHS Foundation Trust, Yorkshire and the Humber Strategic Health Authority, etc.

## 8. Numbers

### Words vs numerals

- In body text, spell out nought to nine.
- For numbers 10 and above, generally write out in numerals. Only write numbers 10 and above as words if they start a sentence in body/title text.
- Four-, five-, six-figure numbers should have commas to denote the amount, eg 1,000 12,300 156,000.
- Millions and billions should be written in full numerals except in the case of money, decimals or very precise numbers, eg In the UK, 2.6 million people have been diagnosed

with diabetes, and up to 500,000 have it but don't realise it. A grand total of 1,223,956 people replied to the national survey.

- Fractions and decimals: use fractions, eg  $\frac{1}{4}$ ,  $\frac{1}{2}$ , in tables, graphs, charts and recipes. In body text, write out in full, eg one-third, three-quarters, four-fifths.
- Decimals should be written in numerals, even when the number is less than 10, eg 1.45 6.67 12.2.
- Positions: write first, second, third, etc and not 1st, 2nd, 3rd. Spell out up to ninth, then 10th, 21st, millionth. Do not use superscript, eg 10<sup>th</sup>.
- Roman numerals are upper case, I, II, III, IV, except when used to refer to the introductory pages in a book i, ii, iii, iv.
- Ranges: use to separate number ranges eg 60 to 100, 15 to 20, 300 to 350, etc.

### Units of measurement including time

- Percentages: the symbol % is acceptable but the preceding number is always written as a numeral – even if it is less than 10.
- The abbreviation of a unit should be written in lower case, unless upper case is the convention, as for watts and bytes, with no spaces, no full stops and no 's' for plural.
- Always write the number preceding the unit in numerals, even if it is less than 10.
- There should not be a hyphen between number and unit, eg 6 years not six-years or 6-years.
- When writing days and years they should follow the words and numeral style. Written up to nine, eg seven days, three years. From 10 they should be digits, eg 17 years, 93 days.

9.1mmol/l	62mmol/mol	3lb
9st	3in	5ft
6'4" (= 6ft 4in)	4mcg (microgram)	8mg (milligram)
250g	70kg	3cm
2m	4km	20km/h
40mph	150ml	14l
1W	1kW	1mW (milliwatt)
1MW (megawatt)	1b (bit)	1B (byte)
KB (kilobyte)	MB (megabyte)	GB (gigabyte)
2min	2h 30min	but six days

- Two abbreviations together must have a space, eg 50mm Hg for blood pressure. This does not apply if they are separated by a forward slash, eg 5mmol/l.
- Metric or imperial: the UK officially uses the metric system, but as many people prefer and understand the imperial system, include it in brackets where possible, eg 60g (2oz).

- Temperatures: where possible, temperatures should be written in Celsius, with Fahrenheit in brackets, eg 20°C (68°F), –3°C (27°F). When referring to the Celsius scale by name, do not call it ‘centigrade’.

## 9. Spelling

Do not introduce upper case initials when defining acronyms or to emphasise standard medical phrases, eg:

- blood pressure not Blood Pressure
- body mass index (BMI) not Body Mass Index
- chronic kidney disease (CKD) not Chronic Kidney Disease
- coeliac disease not Coeliac Disease

Also:

- adipocyte not Adipocyte
- alpha not  $\alpha$
- alpha cells not alpha-cells
- beta not  $\beta$
- beta cells not beta-cells
- birth weight not ‘birthweight’ or ‘birth-weight’
- c-peptide not C-peptide
- Covid-19 not COVID-19
- creatinine not Creatinine
- Diabetes UK not DUK
- dietitian not dietician
- Edinburgh Type 2 Diabetes Study (ET2DS) not Edinburgh Type 2 diabetes study or Edinburgh Type 2 Diabetes study
- email not e-mail or e mail
- exenatide not Exenatide, unless at the start of a sentence.
- fetal not foetal (see fetus, now used as standard in technical British language)
- gestational diabetes not Gestational Diabetes. GDM when abbreviated.
- GLP-1 not GLP1 or GLP 1
- haematology not hematology

- HbA1c – should always be formatted in this way
- healthcare professionals not Healthcare Professionals
- inpatient not in-patient or in patient
- insulin not Insulin
- islet not Islet
- King's College, London not Kings or Kings' College
- kg not kgs, Kgs or kilograms
- Lantus not LANTUS or LANTUS®, unless being used as product endorsement.
- Malmö, Sweden not Malmo
- metformin not Metformin
- meta-analysis not meta analysis or metaanalysis
- microalbuminuria not micro-albuminuria
- mid 2010 or mid-2010
- MODY not Mody
- multidisciplinary not multi-disciplinary
- multi-ethnic not multiethnic or multi ethnic
- Newcastle upon Tyne not or *Newcastle-upon-Type* or Newcastle Upon Tyne
- normoglycaemic not normo-glycaemic
- outpatient not out patient or out-patient
- outcome not out-come
- p (probability), should not be italic.
- PPAR $\gamma$  not PPAR $\gamma$  or PPARgamma
- pre-assessment not pre assessment or preassessment
- preconceptual care not Preconceptual Care or Pre-conceptual Care
- prediabetes not pre diabetes or pre-diabetes
- pretreatment not pre-treatment
- QoF not QoF
- rosiglitazone not Rosglitazone
- self-management not self management
- SpR not SPR to denote specialist registrar.
- vs not Vs, vs. or versus

- weight loss when used as a noun not weightloss or weight-loss. When a compound adjective preceding the noun, use weight-loss, eg a weight-loss remedy
- wellbeing not well-being or well being
- White (capital W) not Caucasian or Caucasoid, when relating to ethnicity
- Wild-type not wild type or wildtype
- year not 'y' or 'yr'