

How to use the online abstract submission system

1. Submitting an abstract

A. Important Information

1. An abstract template was attached to your registration email. This is a Microsoft Word file which is designed to ensure that your abstract is prepared correctly for publication. Please save this template file to your PC's hard drive and use it when you prepare your abstract.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract.
3. Abstracts are required for all submissions. Abstracts **MUST** be submitted using the template form provided.

B. Preparing Your Abstract

1. Open the template file and enter your abstract following the instructions above. Save it and make a note of its saved location.
2. As the refereeing process is "blinded", no identifying features such as the names of hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do **not** include the names of authors either. The names of authors and their affiliations (institutions) will be submitted online when you submit the abstract.
3. **Note:** If you are using Word 97 to prepare your abstract and wish to include a table you must insert a text box and then insert the table within the text box. It is not possible to use the insert table function in Word 97 in the abstract template without doing this.

C. The Submission Process

1. Log in to the submission system when your abstract is completed and ready to send. To log in, enter your email address and the password you chose when you registered with the system.
2. When you click the "log in" button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you are submitting a new abstract to the system you should click the link that says "Click here to submit a new abstract".
3. Submitting an abstract is a multi-step process. Each step asks several questions:
 - During the submission process you will be asked to click the "Browse" button and locate your abstract file on your PC's hard disk. Fill in answers to any other questions on this screen and then click the "Next" button. Your abstract file will be sent to our system – this may take a few seconds if you have a fast internet connection, but may take longer if your connection is slow or if you have included lots of graphics in your abstract. Please be patient!
 - You can copy the abstract title from your Word document and paste it into the "Title" field on the submission form. Please note that because of web browser limitations some scientific symbols may not paste correctly into the form – you may have to correct this by writing the name of the symbol in full, for example "beta" instead of β . Your Word document will not be affected.
 - The required questions are marked. We cannot accept your abstract until these questions have been answered.

- If you do not know the answer to a question – for example you may not be sure in which category your abstract should be presented – you can skip the question and return on a later occasion to complete it.
- Once you have completed the final step click the “Finish” button. If you have answered all the required questions your abstract will be assigned a reference number and you will receive confirmation by email. If you have not answered all the required questions your abstract will be held in temporary storage until you return later and complete all the questions.

2. Amending a submission

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

1. Log in to the submission system.
2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don’t have to change an answer if you don’t want to.
4. If you want to change your abstract file you can click the “Browse” button to locate the revised file on your PC’s hard disk, then click “Next” to send it to the abstract system. If you don’t want to change the file, just press “Next” to bypass this step.
5. When you reach the final step and press “Finish” you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

3. Withdrawing an abstract

If you want to withdraw an abstract please contact the conference administrator.

4. Writing Guide to Authors

All abstracts must be submitted via OXFORD ABSTRACTS – **Abstracts sent after the submission deadline cannot be accepted.**

Please answer all required questions in Submission process. For prospective clinical studies please notice the questions regarding Ethical Committee Approval and Informed Patient Consent. Animal studies require Institutional Approval. Please state your preference for oral or poster presentation and the suggested abstract group where applicable. The Abstract Committee, however, reserves the right to determine the form of presentation.

A. Typing and formatting

- The abstract should be written in English. Use British spelling, e.g. anaesthesia, oesophagus, crystalloid. However, you can easily eliminate many typing errors and misspelling by using the spell-check feature of your word processing software.
- The layout of the abstract should be the following:
- Title Box, with separate lines for Title, Author(s) with initials before surname, Institution(s), and City (not full address). No professional titles should be included.

- Text Box, starting a new line for each subheading: Introduction, Methods, Results, Discussion, and References. The title should be brief and in Bold capitals. Headings of the text (Introduction, Methods, etc.) should be Bold sentence case.
- The preferred font is Arial (or similar) with a size no smaller than 11 point (9cpi). Note that the accepted abstracts will be reduced to approximately 80 % of the original size when they are printed. Smaller size will result in unreadable text. The total numbers of characters allowed including spacing is Title: 150 and the abstract text: 2800 [which includes figures or tables).
- Use the SI-system for all units of measurement (e.g. ml, kg, kPa) with the exception of mmHg for blood pressures. With two items or more, negative exponents should be used, e.g. ml • min⁻¹. The use of abbreviations should be minimised, and they must be defined the first time they are used.
- One figure or one table within the borders of the abstract is allowed. Figure and tables should be aligned with the text. Text in the Figures or Tables will also be reduced to 80%. Be sure that all text in the figure or table is readable. Ensure that lines on figures are thick enough to bear reduction for printing.
- There should be at least one and no more than three relevant references, numbered ([1]) in order of appearance in the text and listed at the end of the text. They should have the following sequence: author(s), title, journal (as abbreviated in Index Medicus), year, volume and pages. For example: Latimer RD. Inhaled nitric oxide in the management of pulmonary hypertension after mitral valve surgery. *Br J Anaesth* 1994; **72**: 185-9.
- Relevant Key Words should be supplied on the Abstract Submission Letter to aid indexing. Use from 3 to 6 terms from the Medical Subject Headings list from Index Medicus as used in the journals Anaesthesia or Anesthesiology. Keywords are also available from www.ncbi.nlm.nih.gov/Pubmed/

5. Handling of Abstracts by EACTA Abstract Committee

- All abstracts undergo a 2-step-selection process :
 - Pre-selection : the abstract is rejected, accepted or accepted pending revision according to referees' scoring. Accepted abstracts may require additional language editing. Accepted pending revision, requires the authors revise the abstracts according to scientific queries.
 - Resubmission : Authors of accepted abstracts are requested to give agreement to language editing, if any, and if required, to revise their abstract according to referees' queries. Author's agreements and new versions of the abstracts (scientific revised abstracts) should be sent to the scientific secretary (scisec@eacta.org) no later than March 2, 2007.
 - Final selection : The abstract committee meeting (by the end of march 2007) states the final selection (accept/reject, oral/poster presentation)
- Authors will be notified of the acceptance or rejection of their abstracts by the end of March. Authors of accepted abstracts will also be informed whether the abstracts have been accepted for oral or poster presentation. Each abstract accepted (as such or after revision) will be included in the Final Programme and published in a supplement to the Journal of Cardiothoracic and Vascular Anesthesia. The Scientific Committee, using scientific criteria, will rank the abstracts in order of merit and present prizes.

6. Presentation at Annual Meeting

Information regarding presentation can be found on the website. Written information will also be given with the notification of acceptance of abstracts.

A. Audio-visual equipment

Standard presentation will be PowerPoint / PC presentation. Multi-normal video projection (VHS) will be available.

B. Language

The official language is English. No simultaneous translations will be provided. All publications will be printed in English.

7. Further Information

If you have any questions or problems concerning the **scientific content** of your abstract, please contact the Scientific Secretary for further information. scisec@eacta.org

If you experience any **technical problems** please contact the Oxford Abstracts: kim.wilson@oxfordabstracts.com

DEADLINE FOR SUBMITTING ABSTRACTS IS JANUARY 10, 2008