

## ABSTRACT GUIDANCE FOR AUTHORS NORTH WEST RHEUMATOLOGY CLUB MEETING (VIRTUAL)

We welcome research, interesting case reports and quality improvement projects and abstracts that are also being presented at the BSR / ACR / EULAR meetings, regional ST presentation events etc. This is a great opportunity to raise the profile of your research and champion the success of your unit or team. We welcome presentations by trainees, medical students and AHPs.

- 1. NUMBER OF SUBMISSIONS** There are no restrictions on the number of abstracts you submit or on the number of abstracts you may present.
- 2. ORAL PRESENTATION and INTERACTIVE CASE PRESENTATION** All research, Quality Improvements projects and audit related abstracts will be considered for oral presentations. Case reports will be considered for the interactive case presentations. There will be **no** poster presentations or equivalent at the virtual meeting.
- 3. ABSTRACT SELECTION** Abstracts will all be scored by a panel of 6 judges. The 8 top scoring abstracts (research Quality Improvement projects and audit) will be selected for oral presentation. The 3 top scoring abstracts will be selected for the interactive case presentations.
- 4. SUBMITTING AUTHOR CONSENT** Please confirm that **all** listed authors have seen and consented to the abstract version being submitted. If this is not indicated on the abstract submission form your abstract will be returned. Trainees and medical students **must** include their supervising consultant as an author.

Please refer to Authorship rules (<http://www.icmje.org/> )

The ICMJE recommends that authorship be based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

- 5. PRESENTING AUTHOR and PRACTICE RUN** Please provide the presenting author details and confirmation that they agree to a practice run through to test out the technology. Test runs will happen 30.11.20, 01.12.20 and 02.12.20 in the evening. Following confirmation of the final programme if there are any changes to these details you must notify the NWRC secretary.
- 6. WORD LIMIT** There is a limit of 450 words for the text of your abstract submission, excluding title, authors and references. Please use the structured template on **page 2** for abstract submission (for **Case Reports** the headings can be altered to: Background, Case description & Conclusions).

- 7. AUTHORS & INSTITUTIONS** Please enter all authors and institutions in a **continuous sentence** format with **numbered superscript** for affiliations. Please include first initial and last name, in the order they should appear on the programme.  
**Author:** A Doctor<sup>1</sup>, B Scientist<sup>2</sup>  
**Institution:** <sup>1</sup>Hospital Trust, <sup>2</sup>University Big City
- 8. TITLE** Do not put your title in quotes. Do not use bold or italics. Please use sentence case rather than all capitals. Please provide an appropriate title for case reports if you want to avoid disclosing the diagnosis.
- 9. CONFIRMATION OF RECEIPT OF ABSTRACT** The NWRC secretary will confirm receipt of your abstract. If any information on the form is incomplete then the abstract will be returned.
- 10. CONFIRMATION** The NWRC secretary will inform you of whether your abstract has been accepted as an oral or interactive case presentation, 4 weeks before the meeting.
- 11. ORAL PRESENTATIONS (including interactive case presentations)** We will be hosting the meeting on Zoom. All presenters **must** email through their presentations by **5pm Wednesday before** the meeting. Though we hope most presenters will be able to upload and share their presentation the NWRC secretary will have a copy of the presentation to share on Zoom if there are any technical difficulties. The time allowed is 10 minutes for the talk, followed by 5 minutes for questions.
- 12. INTERACTIVE CASE PRESENTATIONS** Three case reports will be selected for the interactive case presentations. Authors will be asked to **submit 1 or 2 interactive powerpoint slides at the latest one week before the meeting**. These should consist of a question & 5 options, ie MCQ format. Questions could be about diagnosis, investigation or management.
- The NWRC secretary will assist with the use of the poll function on Zoom to enable audience participation.
- 13. PRIZES** The 'Mike Chalk Trophy' will be awarded for the best oral presentation. The Best Interactive Case Presentation will be decided by an audience vote. All presenting authors will receive a certificate, these will be emailed out after the meeting. Prizes will be awarded at the end of the scientific meeting.

**If you have any queries please contact the NWRC Secretary  
abstract@northwestrheumatologyclub.co.uk**