Abstract Guidelines for Oral and Poster Presentations

ABSTRACT SUBMISSION DEADLINE: 26 May 2019

- All submissions must be completed electronically via the online submission facility.
- You will be required to upload the abstract at the same time through the online site.
- All abstracts must be prepared according to the guidelines provided. Abstracts will only be accepted and published if submitted using the supplied template/s.
- All abstracts must be original work.
- An abstract can be submitted if the work has been or is to be published in a scientific journal or presented at a major national or international meeting prior to APSAD Hobart 2019, where the content has been significantly changed or updated as to be a different abstract. Already published/presented work must be declared at the time of submission, failure to disclose this information will result in the abstract being rejected. Acceptance is at the discretion of the Scientific Advisory Committee (SAC).
- An abstract must contain sufficient information so that if published it will be a complete report independent of presentation. **The text should not contain statements alluding to results or conclusions not presented within the text.**
- Abstract submission acknowledges consent for publication of the abstract in the conference handbook, on the conference website and in the conference proceedings publication – *Drug and Alcohol Review* APSAD Conference Abstract Supplement.
- The presenting author will be required to register for the conference in order to ensure their abstract(s) is included in the final program. Deadline for presenting author registration is 2 September 2019.
- There are a limited number of oral and poster positions, priority will be given to original submissions containing data. There is no limit to the number of abstracts that may be submitted by an individual. Splitting of a body of work into multiple abstracts is discouraged and consolidation into one abstract is preferred. The SAC reserve the right to limit the number of oral presentations per author to encourage presentation diversity.
- The Conference Secretariat will not be held responsible for abstract submissions not received via the website or for submission errors caused by internet service outages, hardware or software delays, power outages or unforeseen events. If you have any issues with your online submission, please contact the Conference Secretariat at apsadconference@ashm.org.au or phone: +61 2 8204 0770 for assistance.
- When submitting your abstract details online you must indicate your preferred presentation type:
    - Poster Presentation
    - Oral Presentation: Please choose this option if you would like to present your abstract in an oral presentation (10 minutes)
    - Symposium Presentation: Please choose this option if you would like to present your abstract in a symposium presentation (60 minutes is ideal for 3 presentations; 75 minutes is ideal for 4 presentations, including discussion time)
    - Workshop Presentation: Please choose this option if you would like to present your abstract in an workshop presentation (60 minutes including discussion time)
    - Practice Based/Service Delivery: Please choose this option if you would like to present your abstract in an oral presentation (10 minutes)
    - Food for Thought Presentation: Please choose this option if you would like to present your abstract in an brief oral presentation (5 minutes)

ABSTRACT GUIDELINES

All abstracts must:

- Be prepared in Arial 11 point type only on the appropriate APSAD HOBART 2019 TEMPLATE. The document **must not** be password protected or read only as this may result in your abstract failing to upload successfully.
- Single spacing should be used
- Format - Microsoft Word (.doc or .docx) file only
- Leave one line between paragraphs
- Specify all abbreviations in full at the first mention, followed by the abbreviation in parentheses, thereafter the abbreviation only should be used. Do not use abbreviations in the title
- Abstracts must be original and written in English with Australian spelling
- Abstracts must NOT have a header or footer on the page
- Download the appropriate template for your submission

All abstracts must include:

- **TITLE** should appear in **BOLD** in initial capital/lower case, not all capitals at the top of the abstract
- Principal author to appear first
- Underline the name of the author who will be presenting the paper
- All authors must be listed with their first name, any initials and surname, with commas between each name
- Omit degrees and titles
- Include affiliations/organisation for each author (i.e. department, institution, city, country). Use superscript numbering *after* the author's name to indicate affiliations
- Include the presenter's email address
- Choose which subheadings work for your abstract and delete the subheadings not being used.

Body of Abstract:

- Maximum length is 250 words (excess words may not be printed) per presentation
- Content must include the study's objectives, methodology (if relevant), summary of results and the conclusion
- Present your work as a structured abstract using the appropriate subheadings included on the template
- Do not use the carriage return (Enter) at the end of lines within a paragraph
- References should be included as a list following the abstract. The style of the references should follow the style of the Journal which is Vancouver, i.e. numbered. Any references included in a reference list must be cited within the abstract text
- Tables and figures can be included with abstracts and must be cited in the abstract text. The abstracts themselves must be in text, not table format.

Note: Template 'Options':

There is one template with two different subheading options.

We recommend using **Section A** within the template**:** For work which describes quantitative data or results. Authors should note that the format requires the presence of concrete results, and this will be noted when abstracts are reviewed. In the case of research in progress, where results are pending at the time of submission, we would encourage this to be noted in your submission.

Subheadings for Section A are; Introduction and Aims, Design and Methods, Results, Discussion and Conclusions.

We recommend **Section B:** For work which is more descriptive including qualitative research, mixed methods research, policy analysis, methods papers and/or some empirical studies.

Subheadings for Section B are; Introduction/Issues, Method/Approach, Key Findings, Discussions and Conclusions.

Presenters using either section of the **Template** are encouraged to include the two 'optional' points in the template; *Implications for Practice or Policy* and *Implications for Translational Research*. If you choose to do so, you will be granted an additional *50 words to answer them.

Note: Your abstract will not be accepted if it does not conform to the guidelines.

TERMINOLOGY

We expect all presenters to be aware of the potential of language to be stigmatising, here is the recommended guide put together by NUAA and NADA to start you thinking on this issue.

DISCLOSURE OF INTEREST/ETHICAL STATEMENT

APSAD recognises the considerable contribution that industry partners make to professional and research activities. We also recognise the need for transparency of disclosure of potential conflicts of interest by acknowledging these relationships in publications and presentations.

For an example of a disclosure of interest/ethical statement please see below

BS has received funding from Metabolism Corp. No pharmaceutical grants were received in the development of this study.

Note: If accepted into the program you will be requested to include a disclosure of interest slide into your presentation or include such statements in your poster.

CONFERENCE REGISTRATION

Abstract presenters will be required to fund their own attendance at the conference and should not submit an abstract if this is not possible.

All presenters will be required to register for the conference by **2 September 2019**. It will be assumed that any presenter not registered by this date has withdrawn from the program and their abstract will be removed and allocated to another speaker.

The link to the online registration submission system is available on the conference website.