Abstract Guidelines for All Presentations

ABSTRACT SUBMISSION DEADLINE: Midday 16 August 2021

- 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.

- Abstracts submitted from people who are affiliated with tobacco entities will not be reviewed or accepted. This includes, but is not limited to, individuals who have ever accepted any sponsorship, grant or any other form of support, whether financially or otherwise; or entered into any form of association with the tobacco or e-cigarette industry, including but not limited to tobacco companies, e-cigarette companies, manufacturers, distributors, retailers and tobacco- or e-cigarettes, and related industry-funded research bodies.

- All abstracts must be original work.

- Late Breaking Abstracts are not an extension of the general abstract submissions.

- 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 Brisbane 2021, 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.

- 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 app.

- 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 13 September 2021.

- There are a limited number of Late Breaking 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 Scientific Advisory Committee 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 via the online portal, you must indicate your preferred presentation type:

Presentation Type	Time allocated	Description
Oral Presentation	5 minutes (5 slide maximum) In person and virtual	Oral presentations on original research findings, case studies, completed projects and theoretical analyses. Presentations should be well structured, rigorous and demonstrate a novel contribution to knowledge.
e-Poster Presentation	e-Posters will be digital and all poster presenters will have the option of recording a 3-minute audio presentation to be included with the e-Poster	e-Posters can present research in progress, case studies, divisional projects or clinical topics.
Practice Based/Service Delivery Oral Presentations	5 minutes (5 slide maximum) In person and virtual	Oral presentations analysing issues and solutions to problems in clinical practice, community engagement, education, health promotion and policy. Presentations should be well structured, rigorous and demonstrate a novel contribution to knowledge.

ABSTRACT GUIDELINES

<u>All abstracts must:</u>

- Be prepared in Arial 11 point type only on the appropriate APSAD BRISBANE 2021 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

<u>All abstracts must include:</u>

- **TITLE** should appear in **BOLD** in initial capital/lower case, not all capitals at the top of the abstract

- Principal author to appear first

- <u>Underline</u> 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.

<u>Body of Abstract:</u>

- 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 either one or both of the two 'optional' points in the template; *Implications for Practice or Polic*y 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 are two recommended guides put together by NUAA and NADA and Girra Maa Indigenous Health 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 **13 September 2021**. 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.