

Abstract Submission Guidelines

For the Second BACA Beat event on 09.09.20

Thank you for considering submitting an abstract for this meeting. Delegates are asked to read and adhere to the following guidelines when submitting abstracts.

1. The first author listed must be the presenting author. Other authors listed should have contributed to the work being presented.
2. Please state the number of subjects/animals/cadavers on which the findings of the experimental work are based.
3. Case studies (i.e. findings based on a single observation) must be declared as such within the title of the abstract. Such findings should then compare the variation or observation with the classically described anatomy. Abstracts of this type will be eligible for poster presentation only.
4. Please **do not** submit work that has already been published or is in press. It will not be accepted. It is the author's responsibility, not BACA's, to check that abstracts presented for a meeting do not contain material already published or in press.
5. The abstract must be self-contained i.e. the reader must be able to understand the outcomes of the study. Abstracts which state that findings will be presented or discussed will not be accepted.
6. Abstracts should not contain reference to published papers. If including references in the abstract is crucial, they will be incorporated in the total word count.
7. Each abstract should be no longer than 200 words. Abstracts that exceed the word count will not be accepted.
8. Abstracts must be submitted by 27th July, 2020 to be considered. Late submissions will not be accepted.
9. If a presenting author wishes to be considered for the Conrad Lewin Prize, this must be clearly stated when submitting the abstract.

The Conrad Lewin Prize is to encourage anatomists at the start of their careers. It will be for members who are students OR members who are normally within five years of their final undergraduate graduation.

10. It is the author's responsibility to ensure that any changes in abstract content, between acceptance and presentation of the abstract, are communicated to the Meetings Secretary before the end of the meeting.
11. All abstracts must be presented by the authors in order for the abstract to be published in the journal *Clinical Anatomy*.
12. All abstracts are reviewed by the conference abstract review group who have the final say on which abstracts to include for the meeting.

Abstracts should be no longer than 200 words (excluding the title, authors and contact details) and follow the guidance below:

1. Fill in your information and contact details. This information will be used to communicate the review outcome of the submitted abstract.
2. Please confirm that ethical approval, if required, was obtained.
3. Specify if the presenting author would like to be considered for the Conrad-Lewin prize.
4. Confirm that all authors know about the content of the abstract and proposed presentation and, if the abstract is accepted, agree to its presentation.
5. Title of the paper.
6. List the presenters name first in the following format: presenter surname (family name) followed by forename.
7. For second and subsequent authors put their forename before their surname (family name).
8. Give contact/work address, ideally where the work was carried out.
9. Provide the content of the abstract (maximum 200 words).
10. Please DO NOT use any text formatting; single line spacing is all that is required.
11. References to published papers should be avoided.

Deadline for abstract submission is 17.00 hrs BST, Monday 27th July 2020.

Receipt of abstracts will be acknowledged.