

Abstract Submission Guidelines for the BTS Annual Congress 2025

Abstract Submission Deadline – 23:00 GMT on Monday 16th December 2024

The BTS abstract submission is an online process. Please follow the steps below to successfully submit your abstract.

By submitting an abstract, you agree to the following:

- a. The abstract is scientifically sound and ethically approved.
- b. The abstract is not an advertisement, nor contains anything obscene, defamatory, libellous, unlawful or in any way actionable. Any such abstracts will be rejected.
- c. The abstract will be included unedited in the Congress programme/app and will be made available on the Society's website. It is the authors' responsibility to check the abstract for spelling mistakes and other errors prior to submission. These will not be edited during the abstract review process.
- d. All authors have seen and approved the abstract as submitted.
- e. The work has not previously been accepted for publication.
- f. If your abstract is accepted, you must agree to register for BTS Congress 2025 and present your research as a poster or oral presentation.

Abstracts must be submitted electronically via the submission portal on the BTS website or using the link: [\(2025 link to be inserted here\)](#)

GUIDELINES FOR ABSTRACT SUBMISSION:

Abstract Title:

The title can be a maximum of **50 words**.

The 'Full title' should be presented sentence case (not in title case or block capitals), i.e. only the first letter of the title or appropriate terms such as abbreviations or proper nouns should be upper case.

Please do not include author details or information that identifies your organisation in the abstract title.

Category:

You will be asked to choose the relevant category for your abstract.

Authors and Affiliations:

You will be asked to provide author and affiliation details within the submission process.

Main author career stage:

To facilitate the judging of poster and oral communications for prizes, the presenting author is asked to select their career stage.

Abstract Body:

You are allowed a maximum of **250 words** in the abstract body.

Whilst there are no set requirements for the format of an abstract, in general it should provide some background information, aim(s)/hypothesis, describe how investigations were performed and what the findings were, and make a conclusion.

Please do not include author details or information that identifies your organisation in the body of the abstract.

It is best to type your abstract straight into the online submission form, or alternatively paste the text from a word-processed document. Please use the symbol font for special characters. You can use the buttons to add formatting.

Oral communications

Abstract submitters should use the tick box to indicate if they wish to be considered to present their work as an oral communication. The number of oral communication slots at each Congress is limited. Abstracts considered in the review process, but ultimately not selected for an oral communication slot, will be accepted for presentation as a poster. Abstracts in this category may be selected for a flash presentation about the associated poster during the Congress, depending on the format of the meeting.

Agreement:

In order to submit your abstract, you must use the tick box to indicate your agreement with these guidelines, including that accepted abstracts will be published on the BTS website and that abstracts presented as oral communications will be recorded and released to members/delegates after the meeting.

Submitting your Abstract:

If all required abstract submission fields have been completed, you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed.

Once you click the 'submit' button, the online submission page will change to a submission confirmation page and you will receive a confirmation email and log in details. If you do not receive this, please email meetings@thebts.org

ABSTRACT REVIEW PROCESS

The BTS Scientific Subcommittee will review all submitted abstracts in line with the [BTS Abstract Selection Policy](#).

All identifying information will be removed from abstracts to minimise bias during the review process.

Abstract submitters will be contacted with the outcome of the review process by Friday 31st January 2025. This will include instructions on the timings and duration of oral presentations and the format of posters.

If an abstract cannot be presented at the Meeting, the secretariat must be notified in writing ahead of the Meeting to avoid compromise to the professionalism of the meeting.