



# EUROPEAN CLEFT PALATE CRANIOFACIAL ASSOCIATION

12 - 15 JUNE 2019 | UTRECHT, THE NETHERLANDS | CONGRESS

## ABSTRACT SUBMISSION GUIDELINES:

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### Introduction

The abstract submission guidelines of the ECPCA Congress are intended to provide clear instructions for submitting an abstract. You are kindly requested to carefully read the guidelines below before starting the submission process.

### Deadline abstract submission

The deadline for abstract submission is 17 January 2019, submissions received after this deadline will not be considered.

### Abstract Topics

1. Cleft & Craniofacial Surgery
2. Airway and feeding management
3. Diagnostics & Imaging
4. Genetics
5. Psychology & Neurological Development
6. Speech & Language (hearing issues)
7. Tissue Engineering
8. Outcome measurement
9. Pediatric Dentistry/Orthodontics
10. Prenatal Care & Counseling
11. Other

### General abstract guidelines

1. The abstract must address scientific questions, detail clinical observations, or contain primary scientific data.
2. Abstracts submitted for ECPCA are not embargoed from the time of submission. This means that the data in the abstract can be submitted to other meetings once submitted for the ECPCA 2019 meeting, provided that no full manuscript has been published.
3. The first / presenting author is responsible for ensuring that all authors have read the abstract and agreed to be co-authors.
4. ECPCA retains the right to reject abstracts containing previously presented data as they see fit.
5. All research and studies in submitted abstracts that involve human subjects or experimental animals must comply with the Declaration of Helsinki.
6. In clinical studies, please state whether informed consent was obtained.
7. If off label use of drugs was involved in the study, please state this clearly.
8. If the research included in your abstract was supported by a pharmaceutical or diagnostics company, please indicate in above textbox the company's role in analysing the data or preparing the abstract.
9. Please indicate the funding agency of your work if applicable.
10. The abstract title and text may not contain trade names. ECPCA reserves the right to replace trade names in accepted abstracts.
11. Do not slice results from the same study into multiple abstracts. ECPCA reserves the right to reject abstracts when inappropriate slicing of data is suspected.
12. Similarly, do not submit a copy or close copy of an abstract under more than 1 topic. Abstracts that appear to be submitted multiple times under different topics will be rejected.
13. Abstracts should be submitted in clear English to allow the reviewers to focus on the scientific content of the abstract. Non-English-speaking authors are encouraged to have their abstract checked for grammar and spelling.
14. ECPCA assumes that all presenting authors have proficiency in English, thus are able to present and respond to questions. Otherwise authors are encouraged to choose poster presentation as a preference.



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## Abstract review, selection and publication

### General comments

- An international panel of experts will review the abstracts.
- Each abstract will be reviewed by 2-3 different experts.
- Abstracts may be selected for
  - oral presentation
  - poster presentation
  - rejection
- The first / presenting author will receive confirmation of acceptance for oral presentation, or a notice of rejection, before 7 February 2019 by e-mail.
- No revisions can be made after the abstract deadline.
- The best scoring abstracts will be selected for oral presentation.
- Authors of abstracts selected for oral and poster presentation will be informed about the type and date of the session, and presentation guidelines will be provided.
- All accepted abstracts will be published online via the ECPA website.

### Withdrawal policy

If authors wish to withdraw their abstracts from presentation or publication they are requested to send a letter via e-mail to the congress secretariat before 7 February 2019. Withdrawn abstracts cannot not be presented nor, will these be published.

### Procedure abstract review & selection

All abstracts submitted before 17 January 2019 will be reviewed by an international panel of experts (representing all subspecialties from a large number of countries). The authors assign their abstracts to one of 11 topics and for each topic at least 2-3 reviewers are asked to score all abstracts in that category.

Within 10 days after the closure of the abstract submission, the reviewers are requested to read and score each abstract in their category based on scientific merit.

The scoring system is a scale ranging from 1 to 10, with a qualitative explanation of each grade. Once all abstracts have been reviewed, the scores are averaged.

The highest scoring abstracts are considered in detail and the top abstracts are selected for the oral presentations.

### Instructions Online Submission

The online submission system will take you step-by-step through the submission of your abstract.

- To get access to the abstract form, a login name and password are required. You may choose your own login name and password. We strongly advise you to write down your login name and password and store it in a safe place.
- Before final submission of your abstract, you can access and edit your abstract as often as necessary.
- After submitting your abstract successfully, you will receive confirmation of the submission by e-mail.
- Please note that you will no longer be able to edit your abstract once the deadline of 17 January 2019 has been reached. If corrections are necessary, you can do so before 17 January 2019, even if you have pressed the final submission button. Should you need to correct anything after this date, please contact the congress secretariat at [ecpca2019@mci-group.com](mailto:ecpca2019@mci-group.com)



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## Required information

- Name and complete address including a correct e-mail address of the first (presenting) author, to whom correspondence will be sent by e-mail. The first author does not need to be the presenting author.
- Abstract title: The title (including spaces) should not exceed 200 characters. Please only capitalise the first letter of the first word (does not apply to abbreviations). Do not type a full stop (.) at the end of the title and please do not use trade names.
- Topics: select one of the 11 topics.
- Presentation preference: select oral, poster, or no preference.
- Abstract text may not exceed 500 words / 3500 characters.
- Do not use HTML codes and 'end of lines' as the text will automatically wrap.
- Please adopt the following structured format:
  - o Background
  - o Aims
  - o Methods
  - o Results
  - o Summary/conclusions
- Registration of co-authors: please fill out the family names, first names, institute, city, country and e-mail addresses of the co-authors.
- Graphs, tables and pictures are not allowed
- Do not include a table in the body text of your abstract

## Language setting of your keyboard

The keyboard configuration of computers in non-Western countries may cause problems with the printing of the abstracts when special non-Western characters are used. To avoid these problems the language setting of your computer should be changed. To do this select "Start" then "Settings", then "Control Panel" and then choosing "Keyboard." Once in this menu, set the language of your computer to English (United States) or US (International). Next, open MS Word (or the word processing software you are using) and set the font type to Arial - Western. In the preparation of your abstract, if you require certain special characters that are not available, (e.g. '±', '®', 'µ'), use the insert symbol feature (special characters). To do this, select Arial as the font (Unicode, if possible), then select the required character, and copy and paste the symbol into the text of the abstract. If a special character is still not available, describe the character, e.g. 'alpha'.

Authors who do not want to make use of the special character feature like superscript, for example "xxx<sup>2</sup>", should put their references between brackets: (1).

## Browser font preference

Before submitting your abstract, select Unicode as the preferred font. If Unicode is not available, please select Western.