Abstract submission guidelines for the

Australian & New Zealand College of Veterinary Scientists Online Abstract Forum 2020

ANZCVS is pleased present an online scientific abstract forum, in lieu of Science Week. Selected Chapters will be participating in the online abstract forum, however, please note some Chapters will be restricting presentations to residents who are required to present in order to fulfil their training requirements. Please **click here** to find out more about which Chapters are participating.

The College defines a scientific abstract as an overview of a novel scientific research project that provides a scientific audience with a concise but comprehensive representation of the entire project. Case series and case studies with high educational value may also fit this definition. Word count is limited to 250 words.

Previously published or submitted work may be considered but this need to be clearly stated in the declaration/acknowledgments section.

Authors may submit more than one abstract for consideration. The number of accepted abstract presentations will be limited due to time restrictions, and will vary with each Chapter.

Key Dates

Call for Abstracts Opens: 1 June 2020

Abstract Submission Deadline: 7:00am AEST, 29 June 2020

Notification of Review Outcome: July 2020

Deadline for accepted authors to register to confirm attendance: End of July 2020

Abstract presentation date: To be confirmed (approximately early August 2020)

How to submit

All abstracts are to be submitted via the abstract portal available on the ANZCVS website www.anzcvs.org.au/online-abstract-forum/. The presenting author MUST be the author who creates an account and submits the abstract.

Acknowledgement of receipt of submission

The submitting author of an abstract will ALWAYS receive email confirmation of receipt of the abstract. If you do not receive an email confirmation within 24 hours (1 day) it may mean the abstract has not been received. In this circumstance, please email/phone the College office.

The deadline for abstract submission is 7:00am AEST, 29 June 2020.

Abstract presentation

Oral abstract presentations will be presented live via Zoom, up to 15 minutes in length followed by a 5 minute discussion/question session. Please include the following Declaration of conflict of interest slide at the end of your presentation.

Abstract Format Guide

Please ensure that your abstract follows the guidelines below before submitting. Abstracts not following the guidelines will be rejected.

- All abstracts must be accompanied by a confirmation that the work was subject to an ethical approval process, and details of this approval (e.g. Approval number) must be stated. Conflicts of interest and funding sources should also be declared.
- The abstract should be submitted as a single document Word (.doc) Formatting guidelines are provided in detail below. This copy should be **blinded** so Authors, Institutional Affiliations, Ethical statement and Conflicts of interest are not included. This information is submitted via the abstract submission portal.
- The submitted document should include the Title, Abstract Text including Tables and Figures if necessary, and References. The Abstract Text must not exceed **250 words**. This word count does not include the Title, Authors, Institutional Affiliations, Ethical Approval Statement, Acknowledgements or References, but does include any Tables or Figures. Please note requirements for spaces (e.g. p = 0.001 not p=0.001 and 45 ± 3.2 not 45±3.2). All abstracts must be written in English.

Abstract Format

All scientific abstracts must consist of an Introduction, Materials and Methods, Results and a Conclusion. Titles prior to each section **are not required.** A scientific abstract template can be accessed here.

- *Title – less than 10 words to accurately represent the study*
- *Introduction (maximum three lines in word) should concisely summarize the background for the study.*
- *Materials & methods must provide sufficient information to allow the quality of the study to be evaluated. Specific details of the number of animals studied and doses of drugs given must be recorded. Generic names should be used for all drugs. Statistical methods should be included.*
- *Results **must include data**. Individual p values for results are not necessary in the abstract text, but authors must make clear which results were statistically significant.*
- *Conclusions should be drawn from the data presented in the abstract without repetition of results.*
- *A maximum of three references may be listed as per the Australian Veterinary Journal Guidelines. Further details are provided below.*

Case series/studies may also be considered and should consist of an Introduction/background, Case Series Summary and Relevance and Novel Information.

- *Title – less than 10 words to accurately represent the study.*
- *Introduction (maximum three lines in word) should concisely summarize the background and context of the case.*
- *Case series summary: describes history, examination, results and working diagnosis. The management and outcome of the case should also be included.*
- *Relevance and Novel Information: Describes the lessons learned and how the study offers novel insight/innovation regarding clinical case management or adds significantly to existing knowledge.*
- *A maximum of three references may be listed as per the Australian Veterinary Journal Guidelines. Further details are provided below.*

Formatting

Please format body of the document using the following settings:
- Font: Calibri, 12 pt
- Spacing After: 10 pt
- Line spacing: 1.5, no indenting
- General alignment: document justified
- Margins: normal (2.5 cm top/bottom/left/right)
- Spelling: Australian English

Each section (Introduction, Materials and Methods etc.) should be a separate paragraph with no subheadings and no spacing between paragraphs.

Units:

Use SI basic or derived units or declared units of the Australian metric system (e.g. ha, min, °C) where applicable. Use negative indices, not solidus e.g. mg kg^{-1} not mg/kg.

Abbreviations:

Abbreviations should be written out in full the first time they appear in the text, followed by the abbreviation in brackets. Use abbreviations if the term is used twice or more.

Numbers:

Numbers under 10 are spelt out, except if used with an SI unit (5 ml, 3 mg kg^{-1}) or as an identifier (e.g. group 4).

References:

References formatted as per the Australian Veterinary Journal Guidelines (Vancouver styling) using an Endnote style and can be downloaded from: http://authorservices.wiley.com/jendnotes/
Number text references consecutively with superscript Arabic numerals that follow any punctuation marks, with no spaces between consecutive references. Construct the reference list in the same

numerical sequence of the references in the text. References examples below adapted from
https://onlinelibrary.wiley.com/page/journal/17510813/homepage/forauthors.html

Journal article

1. Goggs R, Dennis SG, Di Bella A et al. Predicting outcome in dogs with primary immune-mediated hemolytic anemia: results of a multicenter case registry. *J Vet Intern Med* 2015;29:1603–1610.

Book

2. Day MJ. Immune-mediated haemolytic anaemia. In: Day MJ, Kohn B, editors. *BSAVA manual of canine and feline haematology and transfusion medicine*. 2nd edn. British Small Animal Veterinary Association, Gloucester, 2012;59–73.

Electronic Material

3. World Organization for Animal Health (OIE). *Classical swine fever*. 2018. Available at: http://www.oie.int/animal-health-in-the-world/official-disease-status/classical-swine-fever. Accessed 19 June 2018.