



## ABSTRACT SUBMISSION RULES & GUIDELINES

Abstract submissions are invited for the **IOF Regionals – 7th Asia-Pacific Osteoporosis Conference** scientific programme. All abstracts will be published in a supplement of Osteoporosis International.

**DEADLINE: Friday, August 10, 2018 (at 00:00, GMT+1)**

- / All abstracts for the Conference must be submitted using the online abstract submission system – open from April 27, 2018 to August 10, 2018.
- / Submission by fax, e-mail or courier will not be accepted.
- / While delegates may indicate their preference for oral or poster presentation, the final decision is taken by the Scientific Programme Committee. While every attempt will be made to programme abstracts according to the requests of authors, oral presentations cannot be guaranteed.
- / All submitted abstract must contain original data in order for it to be published.
- / IOF is not responsible for errors in the abstract submission. Read your text to ensure accuracy with no spelling, grammatical or scientific errors. No corrections will be accepted after the abstract submission deadline.
- / IOF will not translate any abstract. It will be published if accepted as submitted in English in a supplement of Osteoporosis International.

### COMMITMENT:

- / Submission of an abstract constitutes a formal commitment by the presenting author to attend the Conference and present the abstract (if accepted) orally or as a poster in the session and at the time assigned by the Scientific Programme Committee.
- / Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the presenting authors.
- / All submitting authors must consent to the Declaration Statement on behalf of her/his co-authors in order for the abstract to be accepted for submission. This includes the certification that any work with human or animal subjects related in this abstract complies with the guiding principles for experimental procedures as set forth in the Declaration of Helsinki and related publications.
- / All submitting authors acknowledge the established IOF Web Privacy Policy in order to protect personal information:  
<https://www.iofbonehealth.org/site-agreement-and-permissions>

#### Organizer

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**ORGANISATION AND CONTENT: PLEASE READ THIS INFORMATION CAREFULLY****A) Regulations**

- / Abstracts will be published in a supplement of Osteoporosis International (only if accepted).
- / For standardisation, the total length of the abstract must not exceed 2000 characters (approx. 350 words) (excluding title, authors and affiliations). If you are including a table or a figure, this limit is lower.
- / The body of the abstract will be structured as follows with the following subtitles:
  - Objectives
  - Material and Methods
  - Results
  - Conclusions
  - References (if applicable)
  - Acknowledgments (if applicable)
  - Disclosures (if applicable)
- / Figures may be included with the following criteria:
  - Minimum image resolution: 300 dpi
  - Maximum image width: 8 cm
  - Allowed file types: .gif, .jpg
- / Commercial (trade) names of drugs are not allowed – the generic or chemical names must be used.

**B) Guidelines**

- / Please be advised that the insertion of images may significantly reduce the number of remaining characters, because these will be included in the character and line count. It is highly recommended to use only one image file to allow for enough abstract text.
- / The abstract Title should clearly define the content of the paper.
- / It is preferable that the Objective is stated in one sentence, the Material and Methods kept to a brief description, that the Results are summarised and presented in sufficient detail to support the Conclusions. Note that it is not recommended to postulate that “the results will be discussed during the oral presentation” or that “other data will be presented later”.
- / Images will be published in greyscale with a printed width of approximately 8 cm. An image should be large enough so that it is readable when printed in the abstract book.
- / Please refer to the online abstract submission platform for further details regarding abstract content and style, including submission of Greek characters. Note that copy-pasting is enabled with automatic update of the font style.
- / Use standard abbreviations where appropriate. Include any other abbreviations in brackets after the full word the first time it appears.
- / Number and list references (if applicable) in the order in which they appear in the abstract, within the 2000 characters limit.
- / All Acknowledgements to grants, funding source or other coworkers will appear at the bottom of the abstract and shall be included in the 2000 characters limit.

## **DISCLOSURE OF CONFLICT OF INTEREST**

All submitting authors must disclose, on behalf of all other authors of the abstracts, any conflicts of interest during the online abstract submission or have their work refused at the discretion of the organising committee. All disclosures will be published in the Conference programme and abstract book.

When you submit your abstract online, you will be asked to indicate if the authors now or in the past 24 months have had a significant financial interest or other relationship with commercial companies or other entities whose products or services you may discuss in your presentation, or who are supporting this activity. For any of the following relationship categories that apply to each author, you will be asked to indicate the relationship and name the commercial entities involved:

- / grant/research support
- / consultant/speaker's bureau/advisory activities
- / board membership
- / company employee
- / stock ownership or royalties
- / patent licensing
- / other

We request all presenters to cooperate by declaring any potential conflict of interest on their slides or posters.

## **EDITING AND WITHDRAWAL**

All abstracts may be edited or withdrawn by going through the online abstract submission system prior to August 10, 2018. However, abstracts may not be withdrawn after August 10, 2018 unless an acceptable explanation is received in writing by the organizers. An example of an acceptable explanation would be the inability to reproduce the data described in the abstract.

## **ABSTRACT RECEIPT CONFIRMATION**

The final step of the online submission process generates a confirmation email that your abstract has been received, which you should print for your personal record. The confirmation email represents the successful submission of an abstract for the review process.

## **ABSTRACT REVIEWING**

All abstracts will be subjected to a single blind review process by a panel of international experts in the field. Mean scores will be calculated for each abstract and based on this they will be allocated to oral or poster presentations, or they may be rejected. Each abstract will be scored based on the following criteria: scientific merit, suitable sample size, proper statistical analysis, adherence to instructions and originality of the work.

## **ABSTRACT ASSIGNMENT NOTIFICATION**

Contact persons will be notified by e-mail by August 31, 2018 if their abstract has been accepted. Date, time and type of their presentation will be confirmed. It is the responsibility of the contact person to notify the co-authors of the outcome decision. IOF and the Scientific Programme Committee do not correspond on the reasons of acceptance/rejection of an abstract. Instructions for oral presentation and poster preparation will be e-mailed in due course to the contact person by the Conference secretariat

## **IOF YOUNG INVESTIGATOR AWARD**

IOF is dedicated to advancing scientific knowledge on osteoporosis, and in particular to encouraging young researchers in all parts of the world to focus on this important field. As a sign of this commitment, IOF is offering the presenting authors (40 years old or younger at the time of the Conference) of the top five ranking abstracts submitted to the IOF Regionals – 7th Asia-Pacific Osteoporosis Conference their work at a special session on Saturday, December 1, 2018.

## **ABSTRACT EMBARGO**

A publication and media embargo is in force for each abstract to be presented at the IOF Regionals – 7th Asia-Pacific Osteoporosis Conference, Sydney 2018 and will be lifted one hour after the abstract has been presented. If study results are reported prior to the embargo date, the abstract is subject to penalties, including removal from the Conference programme. This embargo policy covers all abstracts accepted as part of the IOF Regionals – 7th Asia-Pacific Osteoporosis Conference, Sydney 2018, regardless of whether information is obtained from another source.