



## Abstract submission guidelines

Please read all the instructions carefully before preparing and submitting your abstract

- Abstracts must be submitted via [congress@achondroplasiaforum.com](mailto:congress@achondroplasiaforum.com)
- An abstract can be submitted if the following applies:
  - It is unpublished and original
  - It is accepted for publication but not yet published

### *Submitting and presenting author responsibilities*

- The submitting author is responsible for:
  - Being the point of contact for all correspondence regarding the abstract
  - Ensuring that all authors have read the abstract and agreed to be co-authors
  - Ensuring that all authors approve of submitting this work for presentation and publication
  - Abiding by all formatting
  - Declaring any potential conflicts of interest for all authors
  - Notifying [congress@achondroplasiaforum.com](mailto:congress@achondroplasiaforum.com) if the first author is not the presenting author
- The presenting author:
  - Will be available to present the abstract if selected for the program (either in person, or pre-recorded if unable to attend)
  - Must be one of the co-authors listed on the submitted abstract
  - Must provide financial disclosure as the second slide of their presentation
- An individual may be the first or presenting author of more than one abstract
- Each abstract author agrees that he or she waives any and all claims against the European Achondroplasia Forum and any reviewer arising out of or relating to the abstract submission and review process, including, but not limited to peer review and the grading of abstracts

### *Format and Length*

- Please ensure that your abstract does not contain spelling, grammatical or scientific errors – it will be reproduced exactly as submitted. No proofreading will be done
- Submitted abstracts should only contain original data
- **Total word count: 600 words**
- Words not counted, but part of final abstract:
  - Author first names, middle initials and last names
  - Author affiliations
  - Acknowledgements
  - Abstract number
  - Declaration of conflict of interest



- **Abstract title** should be brief and clearly indicate the nature of the abstract. You may use up to 20 words
  - Use Title Case
  - Keep letters lowercase if the lowercase letters have a specific meaning
  - Do not put a period at the end of the title
- **The submitting author** must provide their name, degree, institution, address, phone number, and email address
- **Names of co-authors** and institutions must be provided
  - Changes will not be made to the spelling of authors' names after the submission deadline; please proof your co-authors' names carefully
- **Headings** and content of the abstract, structured into the following sections:
  - Background
  - Methods
  - Results
  - Conclusions
  - References
- **Tables / Graphs / Images:** A maximum of 2 tables, graphs or images can be included. For tables, maximum number of columns: 12 / rows: 20
- **Use standard abbreviations.** Place abbreviations in parentheses immediately after the first mention of a term or phrase; the abbreviation can then be used throughout the abstract
- **Non-proprietary (generic/scientific) names should be used** and should be lowercase
  - If necessary, you may include a proprietary name in parentheses directly following the generic name after its first mention in the body of the abstract

### *Review and Acceptance*

- Abstracts will be reviewed blind. The reviewers will judge the abstracts according to the scientific or clinical value, relevance, suitability of methods to aims, conclusions confirmed by aims, objectivity of statements, description of methods used, ethics, originality of work, standard of English and overall impression
- Abstracts will be evaluated and scored solely on their scientific merits
- Incomplete abstracts will not be reviewed
- Should the abstract be selected for oral presentation, the authors, represented by the presenting author will be required to sign an agreement to grant the EAF the right to record the presentation (audio and slide) and subsequently use it for educational purposes (with or without a fee)
- Authors of accepted abstracts will be notified by 22<sup>nd</sup> March 2023
- Accepted abstracts will be published in an online abstract book, hosted on [achondroplasiaforum.com](http://achondroplasiaforum.com)
- The EAF will not communicate, nor enter into correspondence on the reasons for acceptance/rejection of an abstract



### *Abstract Withdrawal*

- If you need to withdraw your abstract, a written statement listing the reasons for this decision must be sent [congress@achondroplasiaforum.com](mailto:congress@achondroplasiaforum.com) no later than 22nd March 2023
- We reserve the right to withdraw abstracts that are in violation of the formatting guidelines, have been deemed scientifically unsound, or have been found to include inaccurate data, etc

### *Travel*

- Please note that authors of all accepted abstracts for oral presentation will be required to present their data during the *New Data in Achondroplasia* plenary. If the presenting author is unable to attend, a co-author may be assigned to present, or a pre-recorded presentation may be used. In this scenario, the EAF secretariat will contact the presenting author to arrange filming of the presentation in advance of the conference.