## ****ABSTRACT RULES AND GUIDELINES****

1. Individuals may present only one abstract.

2. Projects being submitted must be original research.

3. Submitters may NOT split one study into several papers, as they may be asked to combine for review.

4. Individuals can co-author multiple abstracts (maximum 3).

5. Presenter must disclose any personal or co-author potential conflict of interest.

6. Previously published abstracts (in print or any electronic format) or those presented at another meeting are not allowed.

7. Authors of presentations later proven to contain previously published or presented material will be sanctioned and may be prohibited from presenting at future meetings

8. Abstracts must be submitted via the online abstract submission site. Faxes, photocopies or emailed copies will not be reviewed

9. There will not be an abstract replacement period

10. You must receive the approval of all co-authors before putting their names on the abstract.

11. The Annual Session Committee (ASC) reserves the right to reclassify submitted abstracts into the most appropriate area of review.

## PRESENTER AGREEMENT

All presenters must agree to the following conditions when submitting an abstract:

1. Affirm that any work with human or animal subjects reported in the abstract complies with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association, and this research project has been duly cleared by my Institutional Review Board (IRB) or Institutional Ethics Committee or an equivalent ethical body.

2. Affirm that the work has not been published (in print or electronically) or presented elsewhere prior to the IADR Chilean Division Annual Meeting 2018.

3. Agree that if the abstract is accepted, IADR has permission to publish the abstract in printed and/or electronic formats.

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## Presenter Changes:

If you are unable to attend the meeting and wish to name a substitute presenter, please use the following guidelines:

• The Presenting Author is the only author that may request a presenter change.

• Substitute presenter must be a co-author.

• Substitute presenter must NOT be presenting another abstract at the meeting.

• Substitution requests must be made PRIOR to the meeting by sending an email at iadrchile@gmail.com.

• All Presenter Changes must be communicated to and approved by the IADR Chilean Division Board prior to scheduled presentation.

# **PREPARING TO SUBMIT AN ABSTRACT**

All abstracts must be submitted online via the IADR online abstract system [www.iadr.org](http://www.iadr.org)

Each completed submission is peer-reviewed for its scientific content by Scientific Group/Network Abstract Reviewers and Group Program Chairs.

The following types of studies are allowed to be presented at the XXX IADR Annual Meeting Chilean Division:

* Systematic Review (NOT Narrative)
* Clinical Study (observational or experimental)
* Basic Research (theoretical or applied)
* Epidemiological Research (observational or experimental)
* 1. Scientific Group/Network: All abstracts must be submitted to an appropriate Scientific Group/Network category for review based on the scientific content of the abstract. If you select the appropriate area, you are more likely to be graded by peers with similar interests and who are familiar with you and your research topic. See the appropriate section below for a complete listing of **Scientific Groups/Networks**.
* 2. Titles: Abstract titles are limited to 10 words or less. The title should be dynamic and conclusive, rather than descriptive. In general, you should capitalize the first letter of each word unless it is a preposition or article. Do italicize scientific names of organisms such as streptococci or candida. Titles should not be bold.
* 3. Authors: Each author should be added separately to the submission to ensure proper listing. Enter first (given) name, and last (family/surname) name for each author plus institution/affiliation. Please do not list the department/branch in the institution/affiliation field. One person must be identified as the presenting author.
* 4. Abstract Text: All abstracts should be **300 words or less**. When composing your text, be sure to use a word processor in order to save your abstract in advance. Do not include your title or authors in the abstract text — these items will be collected separately. Do not include references. If the abstract is based on research that was funded entirely or partially by an outside source, then be sure to enter the appropriate information (funding agency and grant number if applicable) when prompted during submission. You do not need to re-enter the information with your abstract text. However, all external funding MUST also be included in the presentation if accepted. Tables are permitted but should be simple and concise. Graphics/images are **not recommended** unless they are integral to the abstract and should be limited to no more than one or two.
* 6. Content of the Abstract: Titles, authors and authors' affiliations are not included in the 300-word limit (references are not collected by IADR). The abstract must contain a brief statement of:
* a. The objectives of the investigation,
* b. Experimental methods used,
* c. Essential results, including data and, where appropriate, statistics,
* d. Conclusion
* 7. Other Items: the following information should be submitted:
* • Keywords: All abstract submissions may select up to five keywords from a list. Two keywords are required. Keywords should be selected from Medical Subject Headings (MeSH) to be used for indexing of articles. See: <http://www.nlm.nih.gov/mesh/MBrowser.html> for information on the selection of key words.
* • Contact Information: IADR will only correspond with the presenting author listed on the abstract regardless of who may have submitted the abstract. Thus, make sure to include a correct email address/phone number for the presenting author.

# **CRITERIA FOR ABSTRACT ACCEPTANCE**

Presentations will be selected for the program on the basis of the scientific quality of the work as judged from the abstract. An impartial panel of reviewers (three persons per Scientific Group/Network) will evaluate the content of each abstract. The reviewers, whose decision is final, will make selection of the abstracts.

## Common reasons for rejection are:

1. Abstract is not original research.

2. The research is not innovative in its approach to the stated problem (methodology or data collection or analysis or data interpretation).

3. Nature of problem not explicit from either title or abstract.

4. Material too closely related to another abstract submitted by the same co-authors; should have been combined into a single paper.

5. Abstract has been presented at other meeting(s) or previously published.

6. Abstract poorly organized and/or not complete. Required information not given in abstract:

a. Objective

b. Methods

c. Results – data and statistical analysis, or

d. Conclusions

7. Methods of obtaining data not appropriate with respect to the stated problem for the following reasons:

a. Methods not sufficiently precise to permit the measurements to be accurate, i.e., variations are within the error limits for the method.

b. Sampling method contains inherent discriminatory factors not recognized.

c. Size of sample insufficient to show significant conformity or differences.

d. No well-defined criteria given for evaluation of variables.

e. Choice of controls questionable.

f. No control groups reported.

8. Significance of results related to the nature of the problem being studied is not stated.

9. Conclusions do not necessarily follow as a consequence of the method of analysis applied to the data.

10. Conclusions not adequately qualified, i.e., conclusions have greater limitations than implied by the author.

11. Correlations suggested may be fortuitous insofar as no plausible cause-and-effect relation has been suggested, and none is obvious.

12. Abstract is not in English.

13. Abstract is over word count.

# **NOTIFICATIONS OF ACCEPTANCE/NON-ACCEPTANCE**

The official notifications will be emailed about Final-August, 2018 to all accepted presenters. The notifications will include presentation mode assignment (oral or poster), date and session time. An email containing your Final Presentation # will be sent to all registered, accepted presenters.

**PLEASE NOTE:** All communication between IADR and the presenter will take place via email. The email address used will be the one you supply when submitting your abstract for the PRESENTING AUTHOR. Please make sure that you enter a valid, long-term email address so that you will receive all-important notices that are sent from IADR regarding your abstract and presentation at the meeting.