



Scottish Perioperative Medicine Society

Abstract submissions FAQ

What categories of abstract are accepted?

SPOMS welcomes submissions on all topics related to Anaesthesia, Intensive Care, Pain and Perioperative Medicine. If you are unsure if your abstract is relevant, then you can email scotpoms@gmail.com for advice. Non-exhaustive examples of abstract categories include:

- **Audit:** comparison of practice against a local or national standard. Ideally the audit cycle should be completed or the intention to do so demonstrated
- **Quality improvement:** systematic processes of continuous analysis and improvement of the quality of healthcare, irrespective of the starting point
- **Survey:** ascertainment of views/practices of staff or patients that are not routinely collected
- **Original research:** observational or interventional studies involving collection of new data
- **Case report:** describes an unusual and instructive case, or small group of cases (*Case Series*) demonstrating novel anaesthetic techniques or equipment, new information on diseases of importance to anaesthesia, or unusual toxicity or equipment failure

What approvals and consent do I require prior to submission?

It is your responsibility to ensure that you have appropriate local ethical and/or regulatory approval for the work you submit. These processes will vary depending on your institution, but presentation of any patient data will likely require approval by one or more of the following or similar:

- Audit Department
- Research & Development Department
- Research Ethics Committee
- Caldicott Guardian

Written consent must be sought from any patient whose personal information is being used in a case report or series. In the case of a deceased patient, it is good practice to obtain assent from the most appropriate person. You should preferably use our consent form which is attached to this email, although other recognised forms such as those used by *Anaesthesia* or the *BJA* are also acceptable. If patient information is being used in other scenarios, for example, in a patient survey, then at least verbal consent must be obtained.

Staff surveys are usually exempt from requiring ethical approval, but you should ensure that participants have given appropriate consent for data from the survey to be published. In all cases, you must confirm that participants are aware that they may withdraw their consent at any time up to the point of publication/presentation and that all data will be fully anonymised.

All approvals and consent must be declared in all abstracts, be stated during all oral presentations and included in all posters. You do not need to submit the signed consent form with the abstract, but you must be prepared to supply this at request.

If you are unsure if the approvals and/or consent that you have obtained are appropriate, then you should discuss this with the most appropriate local body, in the first instance, before submitting your abstract. It is possible that the approval and/or consent that you have obtained differ from those outlined above; this may simply reflect different processes within your hospital. If you are unsure, please contact scotpoms@gmail.com as soon as possible.

How do I declare conflicts of interest?

Public trust in the scientific process and the credibility of published articles depends in part on how transparently conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication of scientific work. You should declare any of the following conflicts of interest:

- Your associations with commercial entities that provided support for the work reported in the submitted abstract
- Your associations with commercial entities that could be viewed as having an interest in the general area of the submitted manuscript
- Any similar financial associations involving your spouse or children under 18 years of age
- Non-financial associations that may be relevant to the submitted abstract

A possible conflict of interest does not preclude abstract submission, but may influence decisions on acceptance. You can email scotpoms@gmail.com if you have any queries.

How should I format my abstract?

Abstracts are anonymised for marking, so you should avoid, as far as possible, identifying yourself or your institution in the title or body of the abstract. Obviously, this may be unavoidable in certain circumstances. Titles should normally avoid including the type of abstract, for example it is generally superfluous to include phrases such as "...a case report", "An audit of..." or "...a quality improvement project".

There are no hard-and-fast rules about how to structure the body of your abstract, but the following general headings may assist you:

- [Introduction](#)
- [Methods](#)
- [Results](#)
- [Discussion](#)
- [Acknowledgements](#)
- [References](#)

For a case report or series, it may be more appropriate to use the following structure:

- [Description](#)
- [Discussion](#)

- Acknowledgements
- References

You may also include one figure or table and three references.

Is there a word limit for the abstract?

The maximum length of an abstract is 300 words, excluding title, authors, affiliations, one figure and references (maximum of three).

How do I submit my abstract?

Abstracts should be submitted using the abstract submission form attached to this email.

Can I submit more than one abstract?

There are no restrictions on the number of abstracts you can submit.

I am still collecting data for my project, can I still submit an abstract?

The abstract should contain all the essential details that will be presented. It is inappropriate for it to be submitted without these details on the premise that they will be available later and it is likely that any submission would be rejected because of this. You should consider waiting until all the data are available before submitting.

Can I update or withdraw my abstract after submission?

Abstracts can be updated at any point before the published submission deadline, but not afterwards. All abstracts may be withdrawn at any point, unless the *Annals* have gone to press.

Can I submit work that I have already presented at another meeting?

You may not submit work that has been or will be presented at another regional, national or international event. For example, if you have presented at a hospital meeting or at a local society event such as NESSA or WOSSA then this would be acceptable, but not at events organised by societies such as SPAN, SAG or SICS. You should also not submit abstracts that have been or will be published in a peer-reviewed journal. If in doubt, please contact scotpoms@gmail.com before submitting.

What are the criteria against which abstracts are reviewed?

Abstracts are scored against the following criteria:

- Methodology (or importance for case reports)
- Clarity
- Significance/impact/relevance to clinical practice
- Novelty/originality

Who selects the abstracts and decides how they will be presented?

All submitted abstracts are marked using the above criteria by the trainee representatives. Abstracts are anonymised and are scored by a minimum of two markers. A certain number of abstracts appropriate to the size of the meeting and quality of submissions will be selected for presentation. A number of top scoring abstracts may be submitted to the Council for selection of oral presentations, the remainder will be offered poster presentations.

This document is based on the Association of Anaesthetists' guidance found at: <https://anaesthetists.org/Home/Education-events/Education/Abstracts/Abstracts-FAQs> and on guidance from the International Committee of Medical Journal Editors found at: <http://www.icmje.org/disclosure-of-interest/>.