

## Online Abstract Submission System

The maximum length of an abstract is 350 words, not including the title, authors, and affiliations. The format of the abstract should include, at a minimum, introductory background information, a brief description of the purpose of the study, methods, results with data, and a conclusion. Avoid using personal pronouns and ambiguous phrases such as “data will be presented” or “study will be discussed”. Abstracts are not to be used to promote a product, service, or organization.

Abstracts should be prepared as a single paragraph with no subheadings, and all abbreviations must be defined upon their first use. Abstract titles should not include abbreviations that need to be defined; this should be done upon their use in the body of the abstract. Using bullets, graphics, graphs, or tables in the abstract is not permitted.

The abstract cannot have been previously published and/or presented at any other conference. If the abstract was previously published, it must be significantly different to be published by BDRP and presented again.

### 1. Submitting an Abstract

#### A. Preparation of Your Abstract

- i. The title should be as brief as possible, no more than 25 words, but long enough to clearly indicate the nature of the study. Please format your title in [title case](#) (Chicago style): use capital letters for the first letter in the principal words. Articles, conjunctions, and prepositions do not get capital letters unless they start the title. No period is needed at the end of the title
- ii. Abstracts should state briefly and clearly the purpose, methods, results, and conclusions of the work.
  1. Clearly state the purpose of the abstract.
  2. Ensure that the conceptual framework (design, methods/analyses) is adequately developed, well-reasoned, integrated, and appropriate to the aims of the project.
  3. Describe your selection of observations or experimental subjects clearly.
  4. Present your results in a logical sequence.
  5. Describe any innovative and creative approaches.
  6. Emphasize new and important aspects of the study and conclusions that are drawn from them.

#### C. Abstract Submission

- i. Log in to the [submission system](#) when you have prepared your abstract.
  - a. If this is your first time using the Oxford Abstract System, you will need to create an account using the *New to Oxford Abstracts? Create an account* link.

- b. If you have used Oxford Abstracts in the past but don't recall your password, select the *Forgot Password?* link to reset your password.
  - i. If you do not receive a password reset email, please create a new account.
  - ii. You will be taken to the submission screen, please read and follow the instructions on this screen carefully.
  - iii. If you must stop during the process, your submission will be held in temporary storage until you return later and complete all the questions. When you log in again, you can click on your incomplete abstract and resume submission.

## 2. Amending a Submission

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself.

- i. Log in to the submission system.
- ii. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
- iii. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously—you don't have to change an answer if you don't need to.
- iv. When you reach the final step and press "Finish," you will be sent an email confirming that your abstract has been amended—provided you have answered all the mandatory questions.

## 3. Withdrawing an Abstract

If you want to withdraw an abstract, please contact Becca Isakower by email at [bisakower@birthdefectsresearch.org](mailto:bisakower@birthdefectsresearch.org).

## 4. Presentation Guidelines

As you prepare your abstract and think about how you would like to present your work, please keep the following items in mind.

- i. A disclosure slide is required for all invited and platform presentations.
- ii. Slides for invited and platform presentations should be created in 16:9 widescreen format for optimal viewing.
  - i. Platform presenters should use the Annual Meeting Slide Template located on the Presenter Information page.
  - ii. Presentations should be mindful of the public sensitivity of research animal photographs.
  - iii. Presenters should limit images of whole animals only to those specific cases needed to effectively communicate scientific results.
  - iv. Use of animal imagery for anecdotal purposes (e.g., experiment design, web services, logos) is discouraged. Use diagrams or nonphotographic representations whenever possible.