Instructions to Authors: to be read in full before submitting an abstract

1. Abstracts must be submitted in English.
2. Do not type in capitals. The Association reserves the right to change the formatting of those abstracts submitted in upper case or where the abstract title is typed in upper case, to be consistent with the requirements of the Meeting Programme. It cannot be held responsible for any possible loss of meaning incurred as a result.
3. Once submitted and received by the BASO office, it will not be possible to make alterations to the abstract or list of authors, but abstracts may be withdrawn by the author.
4. Abstracts will be marked anonymously by the Scientific Committee and the author will receive acceptance/rejection notification, and further correspondence as applicable.
5. Those authors whose abstracts are accepted **must register to attend the conference and pay a registration fee**. A programme and registration form will be sent to those who are presenting papers.
6. Please use Times New Roman 11 point font or equivalent. The abstract may include tables. It should NOT include graphs or other graphic elements.
7. The abstract should be structured with **Introduction, Methods, Results, Discussion, and Conclusions**. *Note: It is not acceptable to state in the abstract that 'conclusions will be discussed' without disclosure of those conclusions.*
8. The abstract should contain, where applicable, data with associated details of appropriate statistical significance testing and P values. P values alone are not acceptable.
9. Where data relating to research in human subjects is included, confirmation of research ethics approval in accordance with local research governance regulations, or an appropriate equivalent, must be included.

10. Where the abstract is an audit/quality improvement project, where applicable, there must be a clear indication of the standard against which the audit is conducted.
11. Where the results of *in-vivo* studies are included, confirmation of Home Office or equivalent regulatory body approval must be included.
12. The **abstract should not exceed 250 words**. In the case of submissions which include tables or other non-text elements, the overall length of the submission should be approximately equivalent to not more than 250 words.
13. The Association endeavours to notify authors of success or failure of submissions as quickly as possible. **You will receive an e-mail confirming receipt when your abstract is submitted.** If you do not receive confirmation of receipt within 1 day of submission please contact the BASO ~ ACS office at admin@baso.org.uk.
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