RESEARCH & EDUCATION FOUNDATION

REF
Sligo University Hospital

Abstract Guidelines 2024

Invitation to Participate

The Research & Education Foundation (REF) at Sligo University Hospital (SUH) invites abstract submissions for consideration as a poster at the Poster Exhibition and as speaker at either the 25th Annual Multidisciplinary Health Research (AMHR) Conference or the 3rd Early Stage Health Researcher (ESHR) Forum.

Abstract Submission

Authors submitting abstracts for review should carefully read and adhere to the submission guidelines. Each abstract must include a brief introduction or background summary that is accessible to readers unfamiliar with the research or its context. The abstract should be structured with appropriate headings, and allowance will be made for these headings in the word count. Please note that word count compliance will be strictly enforced, and abstracts that do not adhere to these guidelines will be rejected.

Structure of Abstract

1. Title, Authors, and Affiliations
2. Introduction/Background
3. Aim and Objective(s) of the Study
4. Method (must include: research design, sample, analysis, and ethical approval[a]
5. Results/Preliminary Results (Findings must be included and relevant to the aims and objectives)
6. Challenges/Limitations[b]
7. Impact/Research Significance[b]
8. Conclusions and Implications

[a] Ethical approval must be referred to in every abstract.
[b] Please ensure that this is addressed in the abstract.

Abstract Submission Guidelines

- **Title of Abstract:** No more than 25 words.
- **Author/Co-Authors' Names:** List names in the order of first name, initial (optional), and last name, without titles/degrees. Do not use an initial for the first name (e.g. John S Jones, not JS Jones).
- **Affiliations:** List the institute/hospital name (not abbreviated) and location (city, country) directly below the authors' names.
- **Abstract Length:** Recommended length is between 385 and 500 words, excluding the title, authors' names/affiliations, and references.
- **Prohibited Elements**: Tables, figures, and footnotes are not allowed in the abstract.
- **References**: Maximum of 10 references, formatted in the IJIC (Vancouver) style (see www.ijic.org).

- **Section Headings:** Use the headings suggested in the application form.
- **Content:** The text must include data with clear descriptions of results and conclusions. All abbreviations must be defined, and statistical methods clearly indicated.
- **For ESHRs:** Since abstracts can refer to work-in-progress, not all headings may apply. ESHRs are encouraged to highlight key challenges, even if preliminary results are unavailable.
- **Responsibility:** The submitting author will be responsible for all aspects of the content, including ensuring that all authors agree with data submission and that all required approvals are in place.
- **Submission Format:** Abstracts must be submitted using the 'Abstract Submission Form'.
- **File Naming**: Name your abstract as '2024 – [First Author Last Name] – [Abstract Title/Keyword]' for easy identification.
- **Multiple Submissions**: Researchers may submit more than one abstract for review.
- **Confirmation of Submission**: The submitting author will receive an email confirmation of receipt. Notify co-authors upon confirmation.
- **Review and Notification**: After the review process, accepted abstracts will receive notifications regarding their acceptance for poster display and speaker presentation at either the 25th AMHR Conference or the 3rd ESHR Forum.

Content of Abstract

By submitting to this conference, authors affirm that the work is their own, original, and recent. Disclosures for ALL authors/co-authors are required within the submission form, including their department, institution, city, country, etc. The submitting author is responsible for ensuring that all authors agree with the abstract/data submission and that all necessary approvals are in place. The abstract must clearly state that ethical approval was obtained or provide a justification for why it was not necessary.

Requirements for Authorship

Authors listed in the abstract should conform to the International Committee of Medical Journal Editors (ICMJE) recommendations for authorship:

1. **Substantial contributions** to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. **Drafting** the work or revising it critically for important intellectual content; AND
3. **Final approval** of the version to be submitted; AND
4. **Agreement** to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Author order should reflect the magnitude of contribution, with the first author making the most significant contribution and the last author typically representing the most senior, supervisory role. Contributions that do not justify authorship should be acknowledged under 'Contributorship' (e.g., 'Clinical Investigators' or 'Participating Investigators'), specifying their contributions (e.g., 'served as scientific advisors,' 'critically reviewed the study proposal,' 'collected data,' 'provided and cared for study patients,' 'participated in writing or technical editing of the manuscript').

For more information, refer to the [Defining the Role of Authors and Contributors](#); International Committee of Medical Journal Editors (ICMJE).

Deadlines

Abstract Submission Deadline: Monday, October 21st, 2024
Announcement of Accepted Abstracts: Friday, November 1st, 2024
PDF Format of Poster: Must be received by Wednesday, November 20th, 2024
Printed Poster Drop-off: By Friday, November 22nd, 2024, at SUH Library, Level 6 or REF Office, ETC Building

Accepted Abstracts

Oral Presentation: If your abstract is selected for an oral presentation, the first author will be invited to to deliver a presentation about your research projec at either the 25th AMHR Conference OR the 3rd ESHR Forum. Complete instructions for the speaker and their presentation will be provided upon notification of abstract acceptance.

Poster Display: If your abstract is selected for a poster display at the Poster Exhibition, please note the following:

- *Poster Format:* A0 size, preferably portrait.
- *Printed Posters Drop-off*: By Friday, November 22nd, 2024, at SUH Library, Level 6 or REF Office, ETC Building
- *Poster Exhibition:* Posters will be displayed from November 25th to December 9th, 2024.
- *Research & Education Foundation Medal:* Awarded to the best poster.

How to submit

Submission Deadline: Monday, October 21st, 2024
Submission Method: Send the completed Abstract Submission Form to **office@ref-sligo.ie**.
Email Subject Line: Use either '2024 ESHR Forum – [First Author Last Name] – [Abstract Title/Keyword]' or '2024 AMHR Conference – [First Author's Last Name] – [Abstract Title/Keyword]'.

Confirmation of Abstract Receipt

The submitting author will receive an email confirming receipt of the abstract. If you do not receive an acknowledgement within three working days, please contact office@ref-sligo.ie.

Further information

- For more details about the 25th Annual Multidisciplinary Health Research Conference and the 3rd Early Stage Health Researcher Forum, please visit our website at ref-sligo.ie.
- For any queries, contact us via email at **office@ref-sligo.ie**.

ABSTRACT SUBMISSION CLOSES: Monday, October 21st 2024

ABSTRACT SUBMISSION IS NOW OPEN.

Abstract Submission Form: click here or request from office@ref-sligo.ie.