



GUIDELINES FOR ABSTRACTS

Overall structure of an abstract

Your abstract must be submitted in ENGLISH. If you are not a native English speaker, you are advised to have your abstract reviewed (for language) preferably by a native English speaker before submission.

Your abstract title should be concise and should not include phone number, email or website addresses. Please consider that the majority of your readers are not native English speakers, and therefore opt for simple title and sentence construction;

The abstract should include the following elements:

- Background information: why is this important? What are the aim and objectives?
- Methods: this part should explain the methodology used for your work/study (including study design and experimental methods);
- Results: this should be a summary of the achievements of the work and/or the major findings of the study. Note that all the major findings should be included in the abstract.
- Conclusion: you should summarize the overall findings, the possible improvements of the methodology and if/how this work is part of an overall strategy /research.

Your responsibility

You are requested to:

- Ensure that all co-authors have reviewed the abstract, taken responsibility for the contents and accepted to be co-author.

Presentation

- Try to avoid abbreviations as much as possible. If you use abbreviations, place them all in parenthesis after the full word the first time they appear in the text.
- Use numerals to indicate numbers (1 instead of one) except if it is the first word of a sentence.
- Do not include endnotes or graphics/figures in the abstract.
- One table is allowed. The table will only be accepted if they do not exceed 1 MB and are only accepted when saved as image in a .jpg format
- The image should have a density of preferably 300 but at least 150 dpi.
- The table will not be integrated in the text, but will appear underneath the abstract text.
- Proofread your abstract several times.

Submission of your abstract

If you have prepared your abstract in a Word document, make sure that no changes have been introduced through copy/pasting into the submission form.

By submitting an abstract, the author(s) agree to allow publication of submitted information on the IHN website.

Abstract topics IHS 2018

1. **Organisational aspects:**
 - *organisational models for HV systems*
 - *data collection*
 - *implementation issues*
 - *cost-effectiveness of HV*
 - *traceability*
 - *investigating errors, root cause analysis*
 - *transfusion safety officer role*
 - *other*
2. **Clinical aspects:**
 - transfusion reactions, including TRALI and TACO
 - measures to prevent transfusion reactions
 - quality indicators for blood transfusion
 - patient blood management
 - HV in specific clinical situations
 - measures to reduce errors
 - delayed transfusion and undertransfusion
 - pathogen reduced blood products
3. **Donor vigilance:**
 - complications of blood donation
 - interventions to reduce complications of blood donation
 - blood donor iron status
4. **Special domains:**
 - *vigilance of emerging infections*
 - *events not captured by present HV Systems*
 - *materiovigilance*
 - *biovigilance including hematopoietic stem cell donation/transplantation*

Requirements for your abstract:

- The maximum length of the abstract is 2500 characters (including spaces), excluding the title and excluding the name(s) and institutes/companies of the authors and co-authors.
- Abstracts should contain previously unpublished results.
- Whenever possible, use non-proprietary (generic) names for quoting a drug.
- The abstract may not actively promote commercial entities, products or services

After submission

After the submission of your abstract, a review process will take place.

The most frequent reasons for rejecting an abstract are:

- Not properly written or not understandable
- No new information provided
- Preliminary work not yet finalised
- Promotional in nature
- Previously published
- Duplicate of another abstract

Seminar registration

Abstracts will only be accepted for publication if the presenting author has registered and paid for the Seminar before 4 June 2018. After this date the abstracts of presenting authors not registered and paid will be cancelled; these abstracts cannot be presented and will not be published.

For questions please feel free to contact Ymke Pol of the Seminar Secretariat by [e-mail](#) or by telephone: +31-(0)20-570 4220