Guidelines on writing and submitting an abstract for the 7th FIP Pharmaceutical Sciences World Congress (22-27 May, 2020 in Montreal, Canada)

Purpose of this document

This document is designed to help you prepare an abstract that meets the criteria for the FIP PSWC. It is intended to be read alongside the call for abstracts, which specifies the congress topic areas, and applies to abstracts for both oral presentations and posters.

What is an abstract?

An abstract is a short statement that gives the reader a comprehensive yet concise understanding of your work. Your work could be research, such as a study or clinical trial, or a new or unique service, programme, theory or resource.

An abstract is an opportunity to make your work known among international peers, inform pharmaceutical scientists, clinical practitioners and/or pharmaceutical educators, and to establish connections with others in your field of interest. It should tell readers what you are going to present and excite them to learning more about your work, so they decide to attend your presentation and/or visit your poster.

Who is your audience?

Your abstract will have difference audiences:

- **Congress delegates** (pharmaceutical scientists, pharmacists, students, educators, policy-makers and researchers) use abstracts to select which sessions to attend.
- **Reviewers** will assess the quality of your abstract and recommend its acceptance (and whether the work should be presented orally or as a poster) or rejection.
- **Journal editors** use abstracts to look for papers to encourage for publication.
- **People who cannot attend** the congress access abstracts online to get information about the newest developments in the field.

Abstract content and structure

Required abstract information

Your abstract should contain relevant details organised under the following **headings**:

- **Title**: Should be brief, interesting, and representative of the scope, content, and focus of the scientific subject matter described.
- **Background**: Why is your work important? Does it fill any gaps in knowledge or research? What is the context?
- **Purpose**: Why was this project undertaken? You may include a short statement of your hypothesis.
- **Methods**: Explain your methods, such as study design. What was done, by whom, how and where? What measurements were taken and how were the data managed?
- **Results**: What did you find, discover or achieve? Not just in subjective terms, but also in the form of quantifiable data. How significant were your findings? No images, tables or graphs are permitted in the abstract.
- **Conclusion(s)**: What were your overall findings? What do they mean? How could the methods be improved? Is this work part of a bigger research project or strategy? What are the suggestions for future work?
- **Topic area**: Refer to the areas listed in the call for abstracts and select the most appropriate so that the congress organisers can place your abstract in the appropriate session.

Rules for content and structure

- Abstracts must be written in British English. (If you are not a native English speaker, you are advised to have your writing reviewed by a native English speaker before submission.)
- Abstracts should preferably contain novel, unpublished results.
- Abstracts are limited to no more than 1,700 characters (including spaces but excluding title, name(s), and affiliation of authors and co-authors).
- All co-authors must be listed.
- All listed co-authors must have reviewed the abstract and accepted responsibility for its contents.
- Abstract titles should <u>not</u> include phone numbers, email or website addresses.
- No images, tables, graphs, or citations are permitted in the abstract.
- Non-proprietary (generic) drug names must be used wherever possible.
- Active promotion of commercial entities, products or services is not permitted.

Twelve tips

Your abstract is more likely to be accepted if you follow these tips:

1. Before you start, be clear on what aspect of your work you want to present. What will the audience find most interesting?
2. Have a look at abstracts from the last PSWC to get a feel for tone and style. (You can access them at www.fip.org/abstracts; select PSWC, Stockholm (Sweden) – 2017 in the field "Congress"):

Search results for:

First name:		Last name:	
Country:	All		
Keywords:		Search in:	All fields
Congress:	PSWC, Melbourne (Australia) - 2014		
Format:	All		

submit

3. Many readers will not be native English speakers so avoid any play on words in the title and opt for simple sentence construction.
4. Keep language simple, clear, and scientifically correct.
5. Include key words relevant to the area of your work (congress delegates scan hundreds of abstracts to determine what to see.)
6. Avoid abbreviations. (If you do use them, place them all in parentheses after the full word(s) the first time it/they appear in the text.)
7. Delete as many unnecessary words and sentences as possible. Use short sentences.

8. If you need help with your writing, ask supervisors and colleagues. Or use the FIP Abstract Mentoring Programme (see below).
9. Verify that your conclusions are supported by the findings of your study.
10. Test your abstract before submitting it. Ask someone else to read it and to tell you what your work was about. (If he or she is not able to explain it clearly, your abstract may need to be revised.)
11. Proofread your abstract several times.
12. Understand what the reviewer will be looking for. (See below.)

The four Cs of abstract writing

Completeness	The abstract covers the main part of your research/work
Conciseness	The abstract contains no excess words or unnecessary information.
Clarity	The abstract is easily read, well organised and without too much jargon
Cohesiveness	Different parts of the abstract should be properly linked — ensure that there is a logical and coherent flow

FIP Abstract Mentoring Programme

The FIP Abstract Mentoring Programme is for authors with limited experience of writing abstracts or for whom English is not their first language. For further information refer to the call for abstracts.

Submitting your abstract

Abstracts must be submitted using the online abstract form:
https://pswc2020.congress.pharmacy/call-for-abstracts/

Paper, faxed or emailed submissions will be rejected.

Be sure to select the most relevant topic area for your abstract from the drop-down menu.

The presenting author is invited to indicate on the form, his or her preference for an oral or poster presentation. However, the final decision is that of the reviewer and programme committee and will be influenced by the quality and suitability of the abstract and logistics such as presentation space and time.

Tip If you have prepared your abstract using MS Word, please verify that no changes are introduced when you copy and paste text into the online submission form.

Rules for submission

- By submitting an abstract, the author(s) agrees to allow publication of the content on the FIP website and in publications.
- Authors who are invited to present their work grant FIP permission to store and share their presentation.
- The online submission form must be used.

The review process

After submission of your abstract, a standardized review process will take place. The goal is not to limit the number of presentations or posters but to ensure that all abstracts published meet minimum professional standards and reflect acceptable scientific content.

Reviewers ask the following five basic questions:

1) Does the work address a significant or important issue?
2) Is the work new or has it been published previously?
3) Are the methods/approaches used to explore the hypothesis scientifically valid?
4) Are conclusions supported by the scientific data/findings included?
5) Is the content of the abstract clear and understandable?

Most frequent reasons for abstract rejection:

- Not properly written/ not understandable
- No new information provided
- Previously published
- Promotional in nature
- Duplicate of another abstract

The outcome of the review will be communicated by e-mail to the main author by 1 February 2020.

Please note that any accepted abstract will be cancelled if the presenting author has not registered and paid the registration fee for the congress by **1 March 2020**. This is the date by which the FIP congress programme materials must be finalised and authors whose attendance cannot be confirmed by registration will not be scheduled. Consequently, their work cannot be presented and abstracts will not be published.

Summary of important dates

1 December 2019
Submission deadline for those wishing to use the mentoring programme to abstracts@fip.org

15 December 2019
General submission deadline for all abstracts

1 February 2020
Review outcomes communicated to main author

1 March 2020
Deadline for congress registration

Is your abstract ready? Final checklist

☐ Does your title capture the interest of congress delegates?

☐ Does your title adequately reflect the scientific subject matter described?

☐ Have you verified English language grammar and spelling?

☐ Does the abstract convey the scientific rationale of your project?

☐ Does the abstract clearly state the scientific hypothesis underlying your project and the questions it aimed to answer?

☐ Did you include a brief description of the methodologies used to carry out the project?

☐ Does the abstract include a concise summary of the findings?

☐ Does the abstract explain the value of the findings and to whom they may be relevant?

☐ Did you verify that the abstract is not exceeding 1,700 characters?