



IPA INTERNATIONAL PSYCHOGERIATRIC ASSOCIATION

European Regional Meeting

3-5 December 2014

ABSTRACT SUBMISSION GUIDELINES – 2014 IPA European Regional Meeting

Introduction

Abstract submission guidelines for the 2014 IPA European Regional Meeting provided herein are to offer clear instruction on submitting an abstract. Please review this information carefully and submit your abstract in accordance with the guidelines.

IPA and the Scientific Committee for the 2014 IPA European Regional Meeting reserve the right to reject any abstract that does not meet the requirements set forth in this document or is in violation of them.

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Overview of abstracts accepted

The Scientific Committee invites the submission of the following types of abstracts for the 2014 IPA European Regional Meeting:

- Free Communication/Oral Presentations
- Poster presentations

All presenting authors of accepted abstracts must register with payment by the Early Registration Deadline and attend the meeting. Failure to register by the Early Registration Deadline will result in withdrawal of the abstract

Abstract submission deadline

The deadline for abstract submission for the 2014 IPA European Regional Meeting in Brussels, Belgium is October 6th 2014. Submissions received after this deadline will not be considered.

General Abstract Guidelines

1. Abstracts must be in English.
2. The maximum number of characters in the abstract body is 2500 characters (*including spaces*).
3. Authors must complete all required fields. You may submit up to 15 authors.

- First (Given) Name
- Last (Family) Name
- Institution or Organization
- Occupation
- Address (Submitting/ Corresponding Author only)
- City
- State or Territory
- Country
- Postal Code (Submitting/Corresponding Author only)
- Phone Number (Submitting/Corresponding Author only)
- Email Address
- Author Type
 - Presenting
 - Submitting/Corresponding
 - Co-Author

Note: The Submitting Author shall be the Corresponding Author and receive all communications regarding the abstract. The Submitting/Corresponding Author may also be the Presenting Author.

4. Authors may select their presentation type preference, but the Scientific Committee will make the final decision after review. The presentation types are:
Free Communication/Oral Presentation –
 - The presenter will have approximately 7 – 10 minutes for their presentation and 3 – 5 minutes for questions and answers, depending upon the number of presentations in a session.
 - Abstracts can be up to 2500 characters (*including spaces*).
 - You may include images and tables but they are not required.Poster Presentation –

- Abstracts can be up to 2500 characters (*including spaces*).
 - You may include images and tables but they are not required.
5. Generic drug names may be used, but commercial (product, brand) drug names are not allowed anywhere in the presentation.
 6. Authors may edit and modify their abstracts until the abstract submission deadline. However, no further edits or modifications will be permitted after the deadline.

Abstract review and Selection

Each abstract will be reviewed by a minimum of three members of the Scientific Advisory Committee. The Scientific Advisory Committee is composed of a multi-disciplinary, multi-cultural group of IPA members. Abstracts will be assigned to members of the Committee based on discipline and practice area to ensure a thorough and fair review.

Review of abstracts is based on the following criteria:

- Scientific/clinical originality
- Scientific/clinical quality
- Relevance to the field
- Adherence to the Meeting theme
- Ability to generate interest among delegates

The Scientific Advisory Committee reviews will result in a recommendation for acceptance, rejection, or acceptance as an alternate type of presentation (e.g., free communication accepted as a poster).

Presenting authors will receive notification of acceptance or rejection via e-mail by Monday, 10 October 2014.

How to submit an abstract

To submit an abstract online you will be required to create a login name and password. If you have already used MCI's B-Com program before for another meeting, you can use these login details.

Step by step guide:

1. **Contact information** – Complete this section with information about where you can be reached. Fields marked with an asterisk (*) are required.
2. **Submission type selection** – Read and accept the declaration. Click next.
3. **Abstract classification** – Fill in all fields marked with an asterisk (*)
4. **Authors** – Please follow the on-screen instructions for all author and co-author details. Note that the first entry in the table is pre-filled with the submitter's details. This entry can be removed by click on (x).
5. **Abstract body** – Enter your abstract and upload any images or figures to be included (please note instructions on the right side of the page, and for image information this is beneath the grey upload box).
6. **Abstract preview** – You will then be able to preview your abstract. If your abstract has met all of the requirements you will see a grey box "set as final submission". Click this box only when you are ready to submit your abstract for review.

If your abstract does not meet the requirements you will be asked to save as a draft. You can then login as often as you wish before the deadline to amend until you are satisfied with your abstract and it meets all requirements.

7. **Confirmation** – Once you click “set as final submission” your abstract is set for review. However, before the submission deadline (October 6th 2014) you will be able to login again and edit your abstract. Note that you will no longer be able to edit your abstract after the submission deadline.

After submitting your abstract successfully you will receive a confirmation of the submission by e-mail.

Abstract Format

General Information

- 2500 characters (*including spaces*).
- Abstract title case: Capitalize the first letter, the first word after a colon, and names of specific diseases or other proper names, such as Alzheimer’s disease; use lower case for all other words with no punctuation at the end
- You may submit tables with your abstract
- You may submit images with your abstract

Please use the following categories to structure your abstract

- Objective
- Methods
- Results
- Conclusion

References:

- No more than 30 articles that have been published or are in press should be cited. If authors believe that more than 30 references are essential this must be justified.
- Unpublished data, personal communications, and manuscripts submitted for publication should be cited in the text and the supporting material submitted with the abstract.
- The International Psychogeriatric Association uses the Harvard referencing system. Within the text of each abstract, journal articles should be cited in the style (Smith and Jones, 1999). Where an article quoted in the body of the text has more than two authors the term “*et al.*” should be employed, i.e., (Smith *et al.*, 1999). Text citations of multiple articles should be separated by semicolons, i.e., (Smith and Jones, 1999; Smith *et al.*, 1999). At the end of each paper, all cited references should be listed alphabetically in the style indicated below. If the Digital Object Identifier (doi) is known, it should be added to the reference.

For a journal article: **Smith, J., Jones, W. I. and Doe, J. T.** (1996). Psychogeriatrics for pleasure and profit: an expanding field. *International Journal of Unreproducible Results*, 3, 240–242.
doi:12.3456/S123456789.

For a book: **Smith, J.A., Brown, P.Q., Jones, H.A. and Robinson, D.V.** (2001). *Acute Confusional States*. New York: Cambridge University Press.

For a book chapter. **Park, K., Tiger, B. and Runn, F.** (1999). Psychogeriatrics in context. In G.Verdi and A. Boito, (Eds.) *New Medical Specialties* (pp. 240–260) Cambridge: Cambridge University Press.

- Where an article or book chapter has more than six authors only the first author's name should be given followed by the words "et al."

Need Help?

Should you require further help with your abstract submission or have any questions, please contact the IPA Meeting Secretariat at:

MCI

Tel: +31 20 679 3411

E-mail: ipaabstract@mci-group.com