Abstract submission checklist

Below you will find the major key points and rules needed to prepare your abstract.

Template:

☐ Download the word template on the abstract submission platform

Topic:

☐ Choose your topic so that it will be reviewed in the appropriate category

Title:

☐ Title should be on a single line (no paragraphs)
☐ Length is 50-250 characters (including spaces)
☐ Do not use all capital letters and do not capitalise the first letter of each word
☐ Do not use any abbreviation in the title
☐ Do not put a period at the end of the title

Authors:

☐ Mandatory fields: Complete first name (not only your initials), last name, email and country
☐ Indicate corresponding and presenting authors (if different from submitter)
☐ When copy/pasting names, make sure there is no space after the name

Affiliations:

☐ Department (optional), institution/company, city, country
☐ Do not use all capital letters and do not capitalise the first letter of each word
☐ When entering new author’s affiliation, if the affiliation the same make sure it is written the same way

Abstract body:

☐ The following blocks are available in the abstract body and appear in the word template:
  ☐ Background and Aims:
  ☐ Methods:
  ☐ Results:
  ☐ Conclusions:
  ☐ Figure: limited to one figure OR one image OR one table per abstract see example below:
Do not change the headings, the system will not allow you to upload a document with modified headings:

- In total, the ideal number of block characters (including spaces) should be between 500-2500
- The characters of the table are included in the count of the total number of characters used
- You do not need to enter content in all blocks
- Do not leave spaces between each blocks
- Write immediately after the block’s semicolon example:
  
  Correct
  
  ✓ **Background and Aims:** Many acute liver diseases are accompanied by …

  Wrong
  
  ❌ **Background and Aims:**
  
  Many acute liver diseases are accompanied by …

- Main formatting rules:
  
  o Define all abbreviations at first use
  o Decimal point should be a period (2.5)
  o Put spaces between signs and number (2.5 = a)
  o Significance value should be small ‘p’, not bolded nor italic (p > 2.5)
  o Avoid using symbols (use “alpha”, not α). Never use the “symbol” font

**Young Investigators:**

If you are under 35 or still in training you can apply for a travel bursary

- Upload proof of age or training

**Disclosure - Conflicts of interest:**

- List ALL your conflicts of interest even if unrelated to the abstract
- Indicate the company(ies) for the different types of conflicts for each author
- If the type is not listed, use the “other” field and indicate the nature of the conflict
In case of use of off-label products, disclose the name of the product and the manufacturing company.

**Payment:**
- Only credit card payment is accepted:
  - Visa
  - Mastercard
  - American Express
- An invoice will be sent with the abstract submission confirmation

If you encounter some issue when processing the payment, please contact ILC.abstracts@easloffice.eu no later than 20 November 2018.

**Modifications:**
- Do not withdraw a paid abstract submission
- Modifications on draft abstracts can be done on the platform until 20 November 2018. For submitted abstract please contact the abstract support team (ILC.abstracts@easloffice.eu) before 20 November 2018.