

## 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:

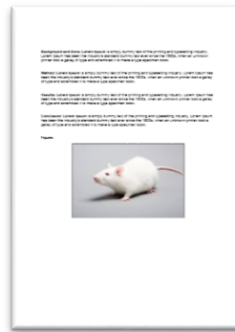
- Department (optional), institution/company, city, country
- Do not use all capital letters and do not capitalise the first letter of each word
- When entering new author's affiliation, if the affiliation the same make sure it is written the same way

### 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:**



OR



OR



- 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:
  - Define all abbreviations at first use
  - Decimal point should be a period (2.5)
  - Put spaces between signs and number (2.5 = a)
  - Significance value should be small 'p', not bolded nor italic ( $p > 2.5$ )
  - Avoid using symbols (use "alpha", not  $\alpha$ ). 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](mailto: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](mailto:ILC.abstracts@easloffice.eu)) before 20 November 2018

