Abstract submission guideline

Template

☐ Download the word template on the abstract submission platform or website

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
☐ Title should not have each word capitalised

Examples:
✓ This is a CORRECT example title for your ABSTRACT
✗ THIS IS AN INCORRECT EXAMPLE TITLE FOR YOUR ABSTRACT. (ALL Caps)
✗ This Is An Incorrect Example Title For Your Abstract. (Each Word Capitalised)

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 is 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:

![Figure 1](image1.png)

![Figure 2](image2.png)

![Figure 3](image3.png)

**IMPORTANT:** Should you upload more than one figure OR one image OR one table we will keep the first and automatically delete the other(s).

- 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 α). Never use the "symbol" font

**Previous presentations**

- Abstracts that have previously been presented in non-EASL international gastroenterology/hepatology meetings/journals will **NOT** be accepted. Please ensure that your abstract has never been presented before. If this rule is not respected, the abstract will be rejected, and will not be considered.

- **Exception:** Any abstract submitted for presentation at any **2019-2020 EASL event** (monothematic conferences, special conferences or summits) may also be submitted and will be considered for presentation at The International Liver Congress™ 2020.

**Young investigators**

If you are **35 or under (before 15 April 2020) and/or still in training**, you can apply for a travel bursary

- Upload proof of age or training
Disclosure – Conflicts of Interest (COI)

☐ 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:
  o Visa
  o Mastercard
  o 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@easlooffice.eu no later than 19 November 2019 (23:59 CET).

Modifications

☐ You can withdraw your abstract until the notification date 31 January 2020 (23:59 CET)
☐ Do not withdraw a paid abstract submission
☐ Modifications on draft abstracts can be done on the platform until 19 November 2019 (23:59 CET), by logging in here