

## Submission of Abstracts

All Specialist Registrars and Core Trainees are expected to submit an abstract. Abstracts from other grades and allied professionals are also very welcome.

Before submitting your abstracts please read the following instructions carefully as failure to follow them may prejudice the chances of your paper being accepted.

- You will need to submit **two** copies of each abstract
  - One should contain the names of the authors together with the institution where the work was carried out. The first named author is responsible for presenting the paper at the meeting.
  - The second copy should be **blinded** with the names of the authors and institution removed. This copy will be circulated to the education committee who will grade the entries to decide the papers and posters to be presented at the meeting.
  - Please name the electronic files as **BLINDED** and **UNBLINDED** and name the file exactly as the title of your abstract and the presenting author. Avoid names such as “WOS Abstract 2018”!
- Both copies of each abstract should be submitted **electronically** to:

[abstracts@welshorthopaedics.org.uk](mailto:abstracts@welshorthopaedics.org.uk)

by: **17:00 on Monday 4th March 2019**

- **Please note this deadline as submissions received after this will not be able to be considered.**
- As well as a title, the abstract should include a summary of the purpose, method, results and significance of your work and should not be more than 250 words long.
- **The abstract should comply with the guidelines for abstract submission from the BJJ-see below**
- Please include your contact details including address, phone (landline and mobile) and e-mail when submitting your work.
- The senior author must be aware the work is being submitted and ideally should also attend the meeting.
- **We will notify successful paper and poster presenters six weeks prior to the meeting.**

## **BJJ Guidelines**

The file should be Word (.doc). Use single line spacing. Set the tab to a five-character indent.

### **TEXT FORMAT**

#### **Starting Text**

- **Title (CAP letters)**
- **Subtitle (if appropriate)**
- **Authors (initials and surnames only)**
- **ONE COMPLETE POSTAL OR EMAIL ADDRESS per abstract**
- **Indent text at start of paragraphs**

The title should be in bold capitals (upper case), flush to the left margin. On a new line after a line space the authors' names should start with their initials, each followed by a full stop before the surname (eg. F. Smith, A.C.N. Gray, etc). ***No medical degrees or appointments should be included. After the authors' names there should be just one FULL address (incl. country) as source and for correspondence.*** Leave one line space before beginning abstract.

## Paragraphs

Indent the text at the beginning of each new paragraph except the first. Do not leave any space between paragraphs.

## PLEASE NOTE THE FOLLOWING IMPORTANT POINTS:

- **The text of each abstract should be approximately 250 words, and ideally no more than 500**
- **Each abstract MUST be set on a new page and MUST fit on a single page**
- **Each abstract must include one complete postal or email address for a nominated author, for reader queries**
- **Each abstract must include the source of study (minimum: town/city and country)**
- **The following items are NOT permitted and will be deleted from submitted files if found:  
illustrations, tables, references, author qualifications, author first names, author titles, session titles/numbers**
- **Please do not use bullet points – they have a tendency to corrupt or convert into question marks or square boxes, which then require to be deleted.**

**Spelling** - For English spelling, if possible use the Concise Oxford Dictionary or The Oxford Dictionary for Writers and Editors. Note, however, the following:

Use "ise" not "ize" spellings.

**Underlining/Italic Type** - Underlining, or italic type may be used to stress words or phrases. Latin names should be underlined, or set in italics if available.

**Capitals** - Use capitals for proper names, titles, geographical names, trade names.

**Abbreviations** - Abbreviations not in common use should be spelled out in full the first time they occur in a typescript, followed by the abbreviation in brackets.

Examples: Greenwich Mean Time (GMT).

Short names (of countries, institutions, honours) and well-known acronyms are abbreviated without full stops and without a space between the letters.

Examples: USA, UK, PM (Prime Minister), ESR, WBC, FRS, BA

## Decimals

6.9 (point on line), 0.78 (not 78), 1.5), 20 g (not 20.0 g);

one-half, three-quarters (in text only)