Abstract Submission Guidelines

Abstract Submission Deadline – 4th February 2019

The UK Kidney Week Abstract Submission is an online process. Please follow steps below to successfully submit your abstract.

Abstracts are invited from all members of the multidisciplinary team and must be submitted electronically via the submission portal on the UKKW website or using the link:

https://execbs.eventsair.com/ukkw2019/abstract-submission

UKKW will accept case report abstracts for consideration for poster presentation. Case reports that are based on clinic-pathological (kidney biopsy) findings will be eligible for inclusion in the clinic-pathological conference session. Case Reports should show one or more of the following: unexpected or unusual disease presentations; unreported or unusual side effects; patient safety considerations; findings of relevance to pathogenesis; unusual events during treatment or follow-up; presentation and management of very rare diseases. Reports can also comprise: N of 1 trials, meta-analyses of published case reports, retrospective studies that include case-specific information (age, sex and ethnicity).

Authors are reminded to take particular care to ensure that the submitted case report includes no potential patient identifiers

By submitting an abstract, you agree to the following:

a. The abstract is scientifically sound and ethically approved.
b. The abstract is not an advertisement, nor contains anything obscene, defamatory, libelous, unlawful or in any way actionable.
c. The abstract will be included in the programme book and will be made available on the Society's website.
d. All authors have seen and approved the abstract as submitted.
e. The work has not previously been accepted for publication.

GUIDELINES FOR ABSTRACT SUBMISSION:

Abstract Title:
The title can be a maximum of **50 words**.

The 'Full title' should be presented sentence case (not in title case or block capitals), i.e. only the first letter of the title or appropriate terms such as abbreviations or proper nouns should be upper case.

Please do not include author details or information that identifies your unit or hospital in the abstract title.

Category:
You will be asked to choose the relevant category for your abstract.

Authors and Affiliations:
You will be asked to provide author and affiliation details within the submission process.

Abstract Body:
You are allowed a maximum number of **500 words** in the abstract body.

Please do not include author details or information that identifies your unit or hospital in the body of the abstract.

It is best to type your abstract straight into the online submission form, or alternatively paste the text from a word-processed document. Please use the special character keyboard for special characters. You can use the buttons to add formatting.

Tables, Figures and References:
Tables, figures and references can be included with your abstract and should be uploaded as an attachment to the submission. A maximum of one file for each can be uploaded
Please do not include these within the abstract body.

Submitting your Abstract:
If all required abstract submission fields have been completed, you will have the option to submit your abstract at the bottom of the page. If there are any remaining fields or sections to complete you will only have the option to save your submission as a draft until they are completed.

Once you click the 'submit' button, the online submission page will change to a submission confirmation page and you will immediately receive a confirmation email and log in details. If you do not receive this, please email steve@ukkw.org.uk

Abstract selection will be the responsibility of the Programme Committee and the submitting author of each abstract will be contacted week commencing 11th March 2019 to the email address given on the submission (unless a different email address is provided).

GUIDELINES FOR ABSTRACT FORMAT:

The title of the abstract should encompass the hypothesis you are testing or the nature of your investigation.

In general, the abstract should follow the format of introduction, methods, results and discussion.

The first paragraph should concisely outline the background to the research and why the research needed to be undertaken – hypothesis testing or lack of data in a certain area.

The second paragraph should detail the methods you have used to generate your data. Full details of non-standard abbreviations should be given the first time it is used. Methods should flow from the most important/widely used method to the least.

The next section requires clear expression of your results. Quantitative data should always be included with the associated unit of measurement (eg ng/ml, % of control), where possible. The use of the word 'significant' should only be used in association with data that has been assessed for significance, with $P<0.05$, using an appropriate statistical test. The nature of the test can be outlined in the poster/oral. A figure or table may be included.

The final section should concisely outline your main findings, either in the form of a summary or a conclusion. Please refrain from stating that further research is necessary.