



The British Society for Oral and Dental Research (BSODR) will host its annual meeting on September 6-8, 2017. The BSODR meeting will consider all research on oral and dental health.

Delegates attending the meeting are eligible to receive CPD certification.

SUBMITTING YOUR ABSTRACT

The deadline for submitting abstracts is **Friday 2nd June 2017**.

All abstract submitters, member and non-member, will need to access the abstract submission site by signing in to an account registered with IADR.

If you are not a member, you will need to create an account at <https://www.iadr.org/Registration> in order to submit an abstract. **NOTE: Creating an account for abstract submission does not equate to becoming a member or renewing membership to the IADR/BSODR. This is a separate action.**

Once your account is created sign in at <https://iadr.org/My-IADR> and click on the unlocked padlock icon in the upper right corner of the page, then click on *Manage My Account*. The link to submit your abstract is in the section entitled *Division/Section Meetings - Abstracts Submission*. The link is labelled:

- 2017 BSODR Annual Meeting (Plymouth, United Kingdom)

PREPARING TO SUBMIT AN ABSTRACT

All abstracts must be submitted online via the online abstract system. Each completed submission is peer reviewed for its scientific content

Important Submission Elements

1. **Topic/Category:** All abstracts must be submitted to an appropriate category for review based on the scientific content of the abstract. See the appropriate section below for a complete listing of Scientific Groups/Networks.
2. **Titles:** Abstract titles are limited to 10 words or less. The title should be dynamic and conclusive, rather than descriptive, and should be entered in title case format. Capitalise the first letter of each word unless it is a preposition or article. Italicise scientific names of organisms such as streptococci or candida. Titles should not be bold.
3. **Authors:** Each author should be added separately to the submission to ensure proper listing. Enter first (given) name, and last (family/surname) name for each author plus institution/affiliation. Please do not list the department/branch in the institution/affiliation field. One person must be identified

as the presenting author. The order of the authors can be modified at any time prior to the abstract deadline. IADR will not list each author's department in the Program Book due to space limitations.

4. Abstract Text: All abstracts should be 300 words or less. Use a word processor in order to save your abstract as you work on it, then copy and paste it into the submission site. Use the formatting functions available in the submission system to add in special characters.

Don't include your title or authors in the abstract text - these items will be collected separately. Don't include references.

If the abstract is based on research that was funded by an outside source, then be sure to enter the appropriate information (funding agency and grant number if applicable) when prompted during submission. You do not need to re-enter the information with your abstract text. However, all external funding MUST ALSO BE included in the presentation if accepted.

Tables are permitted but should be simple and concise. Graphics/images are not recommended.

5. Special Characters: Special characters in the title or body of the abstract or in the co-author's names or affiliations should be entered into the system using formatting functions in the submission system.

6. Content of the Abstract: Titles, authors and authors' affiliations are not included in the 300-word limit (references are not collected by IADR). All abstracts should be structured into the following four sections: Objectives, Methods, Results, Conclusion. Simply add the relevant text to each box on the abstract submission site.

7. Other Items: the following information should be submitted:

- **Keywords:** All abstract submissions may select up to 5 keywords from a list. Two keywords are required. Keywords should be selected from Medical Subject Headings (MeSH) to be used for indexing of articles. See: <http://www.nlm.nih.gov/mesh/MBrowser.html>
- **Contact Information:** We will only correspond with the presenting author listed on the abstract regardless of who may have submitted the abstract. Thus, make sure to include a correct email address/phone number for the presenting author. Please make every attempt to enter the correct membership number for the presenter if he/she is a member of IADR.
- **Chair Opportunities:** Be prepared to enter whether or not the presenter is interested in serving as an Oral Session Chair or Poster Session Chair. Abstract presenters accepted into oral sessions are automatically entered into consideration for Chair.

Common Abstract Submission Mistakes

- Failure to state objective and conclusion.
- Failure to state sample size and data.
- Excessive use of abbreviations.
- Typographical errors (authors may not change text after the abstract deadline).
- Writing your abstract at the last minute.

- Work that is duplicative is not well received and you will only be asked to combine with another abstract or your abstract may not be accepted. Make sure to show your abstract to a colleague prior to submission to avoid making common mistakes.

Group-author Abstracts

Some collaborations with many investigators operating under a single group name request the inclusion of the group name as an author, distinct from the individual authors. Group authors may also be known as Collaborative-, Corporate- or Collective-authors. Group-authors would include individuals who contributed to the research that led to the abstract but are not named individually as authors. A common example in dental research would be a practice-based research network.

If your abstract has a Group author rather than named individual authors, the name of the Group-author must be added along with the City, State/Prov. and Country for each individual person. The Group-author listings will be included in the Author/Co-author Index online, the Program and Abstract Book.

The Group-author Abstracts section of the abstract submission system should not be used to list out individual authors.

MODES OF PRESENTATION

At the time of submission, you will be asked to select your preferred mode of presentation. However, not all requests can be accommodated and the final mode of your abstract will be selected by the applicable Scientific Committee.

BSODR will include presentations in the following modes:

Oral Presentation:

- Up to six individual oral presentations in a meeting room.
- PowerPoint Presentations (all equipment provided).
- Presentations last 10 minutes; discussion after each presentation lasts five minutes.
- A Session Chair facilitates the session.
- Oral sessions will be scheduled as space allows.

Poster Presentation:

- Presented on a poster board in the Exhibit Hall.
- No audio-visual equipment is used.

ABSTRACT RULES AND GUIDELINES

1. Individuals may present only one abstract.
2. Projects being submitted must be original research.
3. Submitters may NOT split one study into several papers, as they may be asked to combine for review.
4. Individuals may co-author multiple abstracts.
5. Presenters must disclose any personal or co-author potential conflict of interest and agree to the IADR Policy on Full Disclosure along with the IADR Abstract Licensing Policy during submission.
6. Previously published abstracts (in print or any electronic format) or those presented at another meeting are not allowed.
7. Abstracts should not be submitted on material that will also be presented at a symposium held at the same meeting.
8. Authors of presentations later proven to contain previously published material will be sanctioned and may be prohibited from presenting at future meetings.
9. The Scientific Committee reserves the right to reclassify submitted abstracts into the most appropriate area of review.
10. Abstracts may only be submitted by the authors via the online abstract submission site.
11. Abstracts are reviewed as submitted by the abstract deadline of **Friday 2nd June 2017**. Abstracts in Draft will not be reviewed for inclusion. Presenters are not permitted to modify their abstracts after this date.

PRESENTER AGREEMENT

All presenters must agree to the following conditions when submitting an abstract:

1. Affirm that any work with human or animal subjects reported in the abstract complies with the guiding principles for experimental procedures found in the Declaration of Helsinki of the World Medical Association, and this research project has been duly cleared by an appropriate ethical body.
2. Affirm that the work has not been published (in print or electronically) or presented elsewhere before the BSODR Meeting.
3. Agree that if the abstract is accepted, IADR has permission to publish the abstract in printed and/or electronic formats.