



### Themes and Topics of the 37<sup>th</sup> EAPCCT Main Congress

The principal themes of the academic programme of the main congress are: Paracetamol poisoning: new insights; New antidotes for old poisons; Toxicology of migration - Poisons crossing borders; Toxicology of anti-convulsive drugs; Pre-hospital management of poisonings; Controversies in pesticide toxicology.

#### Poster discussion session

We will continue enhancing the prominence of poster presentations and include daily discussion sessions dedicated to poster presentations of special or controversial interest. We would like to encourage you to submit your outstanding work – the Scientific Committee will select abstracts for discussion and presentation by the authors to a wider Congress audience.

### Abstract Submission Guidelines

The EAPCCT Scientific and Meetings Committee, chaired by Ana Ferrer Dufol, will evaluate the abstracts. All abstracts accepted for presentation at the Congress will be published in *Clinical Toxicology*, the official journal of the EAPCCT, AACT, AAPCC and APAMT. The Scientific and Meetings Committee's decision will be final.

**Abstracts must be submitted electronically via the Congress Secretariat's website by midnight (GMT+1) on Sunday 16<sup>th</sup> October 2016** to be considered by the Scientific Committee. If you request help with English it is important to submit well before the final submission date. If you submit after 9<sup>th</sup> October there is no guarantee that there will be time to supply help with English before the review process starts.

Instructions must be adhered to strictly. As time does not permit return of inadequately prepared abstracts for revision, they will be rejected! An exception may be made for minor correctable errors, at the discretion of the Scientific Committee.

Abstracts received after 16<sup>th</sup> October 2016 will not be considered for the meeting.

If you do not have access to the Internet, or you encounter technical problems that prevent you from submitting online, please contact the Congress Scientific Secretariat who will assist with technical problems.

Congress Scientific Secretariat:

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The power of meeting

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## Abstract format

These instructions give general guidance for format although the electronic submission tool will format much of your abstract automatically. However, you are strongly advised to pre-prepare your abstract, using the guidance notes below, before attempting to submit your work online, since each session online is time limited. **Please note: Graphs and other figures are not permitted.**

- Authors should be listed as Given Name (with or without middle initials.) followed by last name e.g. Martin Smith or Martin P. Smith. If an author has more than one abstract please be consistent when entering the name for each abstract, as multiple versions of the same name cause difficulties with the author index.
- The affiliation must comprise ONLY department name, institution, city and country.
- The body of the abstract should be organized as outlined below. You must include the words in **bold** in the body of your abstract.

**Objective:** A statement of the purpose or reason for the report.

**Methods:** A brief description of the study design.

**Results:** A summary of the results presented in sufficient detail to support the conclusion. Data must be presented in the abstract. Statements such as “the results will be presented” or “other data will be presented to support...” will result in automatic rejection of the abstract.

**Conclusion:** A statement of the conclusion based on the data presented.

**References:** All references should appear at the end of the abstract in numerical order as they appear in the text. Ensure references are cited in the text by bracketed numbers [1,2]. Follow the referencing style below. In general the number of references used should be limited to 5 or less. References are included in the word count.

- References for **Journal articles** should be formatted as in the following example: Giannini L, Vannacci A, Missanelli A, et al. Amatoxin poisoning: a 15-year retrospective analysis and follow-up evaluation of 105 patients. *Clin Toxicol.* 2007;45:539-42.
- References for **Book chapters** should be formatted as follows: Goadsby PJ. Pathophysiology of headache. In: Silberstein SD, Lipton RB, Dalessio DJ, editors. *Wolff's headache and other head pain.* 7th ed. Oxford: Oxford University Press; 2001. p. 57-72.
- For case reports or case series, the words **Case report:** or **Case series:** replace the Methods: and Results: headings. Otherwise, the format remains the same.
- Reports of non-clinical studies, such as those describing poisons centre operations or educational tools should attempt to follow these guidelines as closely as possible.
- **Word limit:** The number of words is limited strictly to 400 (if the abstract does not include a table). This does not include the title, authors and affiliations, but does include the references. Each word or number is counted as one word whether it is one character or 10 characters long. (The previous sentence has a word count of 18).
- **Use of tables** is limited to one simple table with a title. If a table is included in your abstract, the **word limit is 300** (including references, but not including title, authors and affiliations).
- Figures and graphs/diagrams are not allowed.
- Please do NOT use automatic Word functions, e.g. numbering, bullet points or footnotes.



### Notification of abstract receipt

- The online submission tool will allocate your abstract a unique identification number. Please note this for your own records.
- Emails will be sent at the end of online submission to confirm receipt of your submission. We recommend you keep a copy of this for your records.
- Please note that after successful online submission it is NOT necessary to provide documentation by mail or email.
- Submitters will be notified of the acceptance or rejection of their abstract by email by the end of January 2017. Please ensure your email details are entered correctly in the online abstract submission tool.
- All abstract presenters must register for the Congress by **Monday 6<sup>th</sup> March 2017**. Failure to do so will result in the abstract being withdrawn from publication, and thus administrative rejection of the abstract.

### DOs and DON'Ts for abstract submission

The EAPCCT wants to accept as many abstracts as possible for the Congress, so here are a few DOs and DON'Ts in order to try and ensure that your abstract is accepted.

If you would like help with:

- (a) the scientific content - contact the EAPCCT Scientific Committee early ([gs@eapcct.org](mailto:gs@eapcct.org))
- (b) writing the abstract in English – contact the Abstract Editor ([sc@eapcct.org](mailto:sc@eapcct.org)), who will be happy to hear from you as early as possible.

Please read the instructions above regarding submission guidelines.

<b>DO:</b>	<b>DON'T:</b>
Submit your abstract early if you would like help with English language.	Submit at the last moment as there is very little time after the submission deadline before the review process starts.
Explain in your abstract why the information is novel, unusual or adds something useful.	Submit a case study involving a well-known drug and a previously reported feature.
For studies of poisons centre enquiries, make sure there is something new or unusual.	Submit a study of all enquiries to a poisons centre without any particular discussion of some special aspect.
Make your title descriptive of the subject of the abstract.	Use abbreviations in the abstract title.
You MUST use the headings suggested – (objective, methods, results or case report/series and conclusion).	Submit an unstructured abstract without headings.
Explain all but the most common abbreviations (e.g. BP, Temp, pCO <sub>2</sub> ) the first time they occur in the text.	Use abbreviations that are specific to one country without explanation.
Make sure all symbols are easily identifiable.	Use Greek symbols that may become distorted in the system. Use micrograms rather than µg or ug to avoid confusion.



<b>DO:</b>	<b>DON'T:</b>
Include data (i.e. numerical results) in the abstract.	Say evidence <b>will</b> be reported. Such abstracts will have to be altered or they will be rejected.
Make sure your conclusions can be justified from the data you have provided.	Draw unjustifiable conclusions, e.g. on effectiveness of therapy from observations made in a single case report.
Include references to <b>published papers</b> , if appropriate (not more than 5). Note: They will be included in the word count.	Reference standard textbooks unless absolutely necessary. Books in languages other than English may not be available to other attendees.
Enter references fully according to the formatting instructions above.	Enter partial references. Use PubMed ( <a href="http://www.ncbi.nlm.nih.gov/pubmed/">http://www.ncbi.nlm.nih.gov/pubmed/</a> ) for full referencing.
Add suitable keywords so that the interested reader can find the abstract.	Include “poisoning” as a keyword as almost all the abstracts could be keyworded that way.