

ANZICS 2017 Safety and Quality Conference: The Deteriorating Patient

Abstract Submissions will open on Monday 10 April 2017

Abstract Submission Guidelines

Please read the guidelines below carefully. Abstracts not submitted in this format may not be considered for review. If you have any difficulties or queries about the abstract format, please contact the Conference Secretariat by email.

- Only abstracts submitted in English will be reviewed.
- Abstracts are to be submitted in Microsoft Word format (.doc or .docx).
- Text should be single spaced throughout, in Arial 10 point font.
- Text should not contain subheadings, underlines or bold type.
- Abstracts must have a maximum of 300 words. Word count does not include title or address; all numbers are included in the word count. Word count is verified using Microsoft Word.
- Abstracts should not have been published in any English language medical or nursing peer reviewed journal, and in general should not have been presented at more than one meeting from which such publications arise. Studies with substantial changes in methodology and/or with substantial additional data may be submitted, presented and published a second time, but rewritten abstracts on the same study should not.
- When submitting the abstract you will be asked to identify one of three streams you wish to enter the abstract into, either 'Processes of Care / Team Training' or 'Patient epidemiology' or 'ICU Safety and Quality'.
- When submitting the abstract you will be asked to identify which category you wish to have your abstract entered into 'Poster Presentation' or 'Oral Presentation'.
- Please note the top ranked abstracts entered for oral presentation may be offered the chance to present in a session in the main program, which will be associated with a discounted registration.

Abstract headings shall contain the following:

- Title in BLOCK CAPITALS throughout.
- Author(s) name(s) (title, first name, surname). Underline the surname of the lead/presenting author.
- Institution(s), state and country of origin.
- One line space prior to text commencement.

Abstracts shall contain brief but complete statements of:

- Introduction
- Study Objectives
- Methods
- Results

- Conclusion(s)
- The text *should not* contain statements alluding to results or conclusions not presented in the text; abstracts stating "will be discussed", "will be described" or "will be presented" will be rejected.
- Abstracts should be written in the past tense, stating what was done, not what is being, should or will be done.
- Use only standard abbreviations ("Uniform Requirements for Manuscripts submitted to Biomedical Journals"). Non standard abbreviations should be kept to a minimum and defined in parentheses in the text. In general, no more than 2 non standard abbreviations should be used and should only be used to replace words appearing 4 times or more in the text. Use International System of Units except for pressure; use cmH₂O or mmHg with kPa units in brackets (optional).
- Abstracts containing graphs, diagrams, or complex tables will not be accepted. Simple tables are acceptable.
- Acknowledgment of supporting institutions may be made at the end of the text.
- References are not to be included.
- Abstracts received after the closure date will not be accepted.
- All Free papers will be judged on: abstract quality, methodological merit, work involved, standard of presentation and question handling, relevance, originality.
- Once you have submitted your abstract, you will receive an email containing your personal access key. This access key can be used to enter the '**Speaker Zone**'. As part of the upload procedure, your abstract will be converted to an Adobe Acrobat PDF file.
- It is the responsibility of the submitting author to view and proof the PDF file to ensure your abstract has been uploaded successfully. In addition you may submit an additional abstract; replace your abstract with a revised copy; or when available, register for the Conference.