



# Scottish Society of Anaesthetists

## Abstract submissions FAQ

### What categories of abstract are accepted?

The Society welcomes submissions on all topics related to Anaesthesia, Intensive Care, Pain and Perioperative Medicine. If you are unsure if your abstract is relevant, then you can email [SSAtrainee@scottishanaesthetists.org](mailto:SSAtrainee@scottishanaesthetists.org) for advice. Non-exhaustive examples of abstract categories include:

- **Audit:** comparison of practice against a local or national standard. Ideally the audit cycle should be completed or the intention to do so demonstrated.
- **Quality improvement:** systematic processes of continuous analysis and improvement of the quality of healthcare, irrespective of the starting point.
- **Education and training:** abstracts related to the education and training of anaesthesia professionals. Topics may include curriculum development, innovative teaching methods, simulation-based learning, assessment of competencies, and continuing professional development.
- **Survey:** ascertainment of views/practices of staff or patients that are not routinely collected.
- **Original research:** observational or interventional studies involving collection of new data.
- **Case report:** describes an unusual and instructive case, or small group of cases (Case Series) demonstrating novel anaesthetic techniques or equipment, new information on diseases of importance to anaesthesia, or unusual toxicity or equipment failure.
- **Patient Safety:** a project showcasing examples of improved safety in anaesthesia.

### What approvals and consent do I require prior to submission?

It is your responsibility to ensure that you have appropriate local ethical and/or regulatory approval for the work you submit. These processes will vary depending on your institution, but presentation of any patient data will likely require approval by one or more of the following or similar:

- Audit Department
- Research & Development Department
- Research Ethics Committee
- Caldicott Guardian

Written consent must be sought from any patient whose personal information is being used in a case report or series. In the case of a deceased patient, it is good practice to obtain consent from the most appropriate person. Staff surveys are usually exempt from requiring ethical approval, but you should ensure that participants have given appropriate consent for data from the survey to be published. In all cases, you must confirm that participants are aware that they may withdraw their consent at any time up to the point of publication/presentation and that all data will be fully anonymised. All approvals and consent must be declared in all abstracts, be stated during all oral presentations and included in all posters. You do not need to submit the signed consent form with the abstract, but you must be prepared to supply this at request.

### How do I declare conflicts of interest?

Public trust in the scientific process and the credibility of published articles depends in part on how transparently conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication of scientific work. You should declare any of the following conflicts of interest:

- Your associations with commercial entities that provided support for the work reported in the submitted abstract

- Your associations with commercial entities that could be viewed as having an interest in the general area of the submitted manuscript
- Any similar financial associations involving your spouse or children under 18 years of age
- Non-financial associations that may be relevant to the submitted abstract

A possible conflict of interest does not preclude abstract submission, but may influence decisions on acceptance. You can email [SSAtraineerep@gmail.com](mailto:SSAtraineerep@gmail.com) if you have any queries.

## How should I format my abstract?

Abstracts are anonymised for marking, so you should avoid, as far as possible, identifying yourself or your institution in the title or body of the abstract. Titles should normally avoid including the type of abstract (i.e. audit, case report etc). There are no hard-and-fast rules about how to structure the body of your abstract, but the following general headings may assist:

- Introduction
- Methods
- Results
- Discussion
- Acknowledgements
- References

For a case report or series, it may be more appropriate to use the following structure:

- Description
- Discussion
- Acknowledgements
- References

You may also include one figure or table and three references.

## Is there a word limit for the abstract?

The maximum length of an abstract is 300 words, excluding title, authors, affiliations, one figure and references (maximum of three).

## How do I submit my abstract?

Abstracts should be submitted by email to [SSAtraineerep@gmail.com](mailto:SSAtraineerep@gmail.com).

## Can I submit more than one abstract?

There are no restrictions on the number of abstracts you can submit.

## I am still collecting data for my project, can I still submit an abstract?

The abstract should contain all the essential details that will be presented. It is inappropriate for it to be submitted without these details on the premise that they will be available later and it is likely that any submission would be rejected because of this. You should consider waiting until the data are available before submitting.

## Can I update or withdraw my abstract after submission?

Abstracts can be updated at any point before the published submission deadline, but not afterwards. All abstracts may be withdrawn at any point, unless the Annals have gone to press.

## **Can I submit work that I have already presented at another meeting?**

You may not submit work that has been or will be presented at another regional, national or international event. If in doubt, please contact [SSAtrainee@outlook.com](mailto:SSAtrainee@outlook.com) before submitting.

## **What are the criteria against which abstracts are reviewed?**

Abstracts are scored against the following criteria:

- Methodology (or importance for case reports)
- Clarity
- Significance/impact/relevance to clinical practice
- Novelty/originality

## **Who selects the abstracts and decides how they will be presented?**

All submitted abstracts are anonymised and are scored by a minimum of two markers. A certain number of abstracts appropriate to the size of the meeting and quality of submissions will be selected for presentation. A number of top scoring abstracts may be submitted to Council for selection of oral presentations, the remainder will be offered poster presentations.

## **When will I be informed of the outcome of my submission?**

The submitting author will be informed of the outcome of their submission after the submission closing date.

## **When do I need to book to attend the conference?**

An author must book to attend the conference in person ahead of the stated booking deadline. Those not booked on by this time will have their abstract withdrawn from the conference, so will not be published or poster will not be displayed.

## **Do I need to register for the whole two days of the conference?**

No, you are not required to register for the full two days of the conference, however, if your abstract is shortlisted for oral presentation, you must be able to attend that session to be eligible for prizes.

## **I am an author and my abstract was accepted as a poster/oral presentation but I cannot get study leave. Can a colleague present on my behalf?**

Yes, provided that colleague is a listed author on your abstract submission.

## **Will my abstract be published?**

Winning abstracts will be published on the SSA website and SSA Annals.