



CED-IADR/NOF Oral Health Research Congress

19-21 September 2019
Meliá Castilla Hotel & Convention Center Madrid-Spain



www.ced-iadr2019.com

PREPARING TO SUBMIT AN ABSTRACT

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

Important Submission Elements

1. Scientific Group/Network: All abstracts must be submitted to an appropriate Scientific Group/Network category for review based on the scientific content of the abstract. A large majority of abstracts are transferred each year. If you select the appropriate area, you are more likely to be graded by peers with similar interests and who are familiar with you and your research topic. See the appropriate section below for a complete listing of Scientific Groups/Networks. **Clinical Case Reports (all disciplines)** have been added to the Scientific Group/Network listing (at the end). Clinical Case Reports can only be in poster presentation mode.

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**, AP format. In general, you should capitalize the first letter of each word unless it is a preposition or article. Do italicize 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. When composing your text, be sure to use a word processor in order to save your abstract in advance. Use the formatting functions available in the submission system to add in special characters. Do not include your title or authors in the abstract text - these items will be collected separately. Do not include references. If the abstract is based on research that was funded entirely or partially 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 unless they are integral to the abstract and should be limited to no more than 1 or 2.

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). The abstract must contain a brief statement of:

- a. The objectives of the investigation,
- b. Experimental methods used,
- c. Essential results, including data and, where appropriate, statistics,
- d. Conclusion

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

- **Keywords:** All abstract submissions may select up to five 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> for information on the selection of key words.
- **Educator/Clinician Track:** IADR will ask if your research fits well into one of the tracks created by the ASC. Selecting the **Educator track** indicates content would be of most interest to educators. Selecting the **Clinician track** indicates content would be of most interest to clinicians.
- **Awards/Competitions:** Please be sure to select any applicable awards or competitions during the abstract submission process and complete any additional required questions. Clicking on the details & conditions for each award will reveal additional information for each award.
- **Contact Information:** **IADR 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. If the presenting author relocates before the 2019 CED-IADR/NOF congress, please be sure to notify ced.iadr@uzleuven.be with the new information.
- **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.

Systematic Review Abstracts

IADR will accept the submission of Systematic Review Abstracts. Systematic Reviews are defined as, “a review of a clearly formulated question that uses systematic and explicit methods to identify, select and critically appraise relevant research, and to collect and analyse data from the studies that are included in the review. Statistical methods (meta- analysis) may or may not be used to analyse and summarize the results of the included studies. The aim is to ensure a review process that is comprehensive and unbiased. Findings from systematic reviews may be used to determine research priorities and/or provide the scientific basis for clinical treatment.”

Common Abstract Submission Mistakes

- Failure to state objective and conclusion.
- Failure to state sample size and data.
- Excessive use of abbreviations.
- Excessive use of commercial product names.
- 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 research collaborations with large numbers of 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. Group-authorship is not meant to acknowledge the University, Institution or Corporation under whose auspices the research was conducted. If your abstract does have a Group- author that includes individuals who

contributed to the research that led to the abstract but are not named individually as 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 Book.

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

Special Requests

If you have any special requests (i.e., religious, academic, travel or personal conflicts) or if you wish to request that abstracts be scheduled in a specific order enter this information in the “Special Request” box when entering your abstract online. CED-IADR will not change your presentation if you neglect to include any details regarding your request when submitting your abstract. If you book your travel arrangements prior to receiving your abstracts notification email, please book your return flight for the end of the meeting (noon Saturday, September 21, 2019).

CED-IADR/NOF will **NOT** change presentation dates/times to accommodate your travel schedule or requests made after submission. Please note that all special requests cannot be accommodated but the Scientific Committee will do his/her best when scheduling the applicable abstracts.

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. Every effort will be made to honor poster only presentation requests. The CED-IADR/NOF will include presentations in the following modes:

Oral Presentation:

- Up to eight individual oral presentations in a meeting room.
- PowerPoint Presentations (all equipment provided).
- Presentations last 10 minutes; discussion after each presentation lasts five minutes.
- Up to two Session Chairs facilitate the session.
- Oral sessions will be scheduled Thursday through Saturday noon, as space allows.

Poster Presentations:

- Presented on a poster board in the Poster Hall.
- Actual poster presentation time is one hour (during the lunch break 12:30-13:30hr).
- Posters will be available for viewing all day on Thursday, Friday and Saturday until noon.
- No audio-visual equipment is used.
- Poster sessions will be scheduled Thursday through Saturday until noon.