

## **How to submit an abstract for the BSHG conference using the new submission page.**

### **Basic Guide**

1. Please do not try to send abstracts by post or e-mail. Only online submissions will be accepted.
2. Check the form before pressing the Submit Form button. Check the format of your entries carefully. The BSHG office receives hundreds of submissions, and cannot re-format them for you. Poorly formatted submissions will be rejected.

In particular:

- a. Do not use ALL CAPITALS, LIKE THIS. Do not use bold, underlining or italics.
- b. Do not use any characters which cannot be found on a standard English computer keyboard - e.g. use "20 degrees' rather than 20°.
- c. Do not use accented letters such as ã or ú. Use unaccented letters instead.
- d. Use UK English spellings, rather than US English (In Microsoft Word: Tools > Language > Set Language> UK English).
- e. Do not try to include diagrams, pictures or tables in your abstract, as they will be lost.
- f. Abstract length is strictly limited to 1500 characters including spaces (about 250 words).

The new form is designed to be easier to use than in previous years. It comprises three sections, Presenter Details, Abstract Details and Author(s) Details. Please note it is important to check all details at the end of each section as it is not possible to go back and change without resubmission.

### **Section 1 Details of Presenting Author**

Please fill in all relevant details for the main author. It is possible to change the country field from UK by deleting and entering the relevant country. Please ensure that you have entered a valid email address and Professional role (Professor of Human Genetics, Clinical Scientist, etc). This email address will appear below the abstract in the Abstract Booklet and also be used to let you know the Scientific Programme Committee's decision on your submitted abstract.

### **Section 2 Abstract Details**

Please enter the abstract category (clinical, molecular, etc) and type of abstract (eg poster or spoken). Also indicate if you would like your poster to be considered for either the Clinical Genetics Society SpR poster prize (PLEASE NOTE: this prize is ONLY if you are an SpR in Clinical Genetics) or the Clinical Molecular Genetics Society Prize (PLEASE NOTE: this prize is only for pre-registration scientists in molecular genetics). As both the CGS and CMGS are offering a prize PLEASE ENSURE that you tick the correct box and are eligible for the prize. Next enter any keywords you would like to associate with your abstract. Your abstract will be

listed under these words in the index of the abstract booklet and will be used in the future to allow online searching of abstracts. Enter the Title of your abstract and finally enter your abstract information (1500 characters or about 250 words). Entries longer than this will be truncated.

### **Section 3 Details of Authors and Institutions**

Please include Presenting Author details again and institution. An institution name and place is sufficient for this list; it is simply to ensure that your abstract is correctly attributed in the Abstract Booklet.

If you have additional authors, please enter each different author institution and click add institution. This will automatically be generated. If two or more authors are from the same institution, the institution only needs to be entered once.

To enter further authors please enter the authors' initials and surname. You will then be able to select the relevant institution from the drop-down list.

**After you have completed your abstract details, YOU MUST type in the characters you see in the box at the bottom of the form BEFORE submitting your abstract. This is to stop the "spam" we experienced last year. Please note that the characters are CASE SENSITIVE.**

When you are ready to submit your abstract, please click the submit button ONCE ONLY. To clear the form, press RESET FORM.

An e-mail will be sent to you to confirm that the submission has been retrieved from the website within seven days. If you have not received an e-mail during this time, please contact Ruth Cole. [bhgc@bshg.org.uk](mailto:bhgc@bshg.org.uk)

After the closing date, the BSHG Abstract Review Committee will meet to discuss all submissions.

You will receive an email notification in mid June informing you if your abstract has been accepted, or declined, or whether a request for alteration has been made.

If you are uncertain about any aspects of submitting your abstract, please ask before attempting to fill in the form, by e-mailing Ruth Cole.