

Psoriasis: from Gene to Clinic

9th International Meeting

How to use the online abstract submission system

1. Submitting an abstract

A. Important Information

1. The abstract system is now all online and there is no template.
2. If you are submitting more than one abstract you can use the same email address and password for each abstract. Please note that not more than three papers should be submitted by the same author in the same subject area.
3. Abstracts are required for all papers and posters. Abstracts **MUST** be submitted using the box on the online form.
4. Each abstract must fit within the abstract submission box (approximately 400 words)

B. Preparation of Your Abstract

1. Abstracts which do not conform to these instructions will not be considered.
2. The work to be presented must be original and unpublished and should not have been presented at a national or international meeting. Encore abstracts can be submitted but must adhere to the following: the encore title and text of the abstract differ from previous versions and the original prior publication is declared.
3. All selected abstracts will be published in a Supplement of the *British Journal of Dermatology*.
4. A "blind" selection process will be used therefore please do not use identifying features such as names of hospitals, medical schools, clinics or cities in the title or text of the abstract. **Any author not adhering to this rule will be asked to resubmit their paper.**
5. The body of the abstract should include a statement outlining the aim of the study, the methods used, a factual summary of results and a conclusion. If the abstract is an experimental one or a clinical trial, please state clearly the hypothesis being tested, describe quantitatively the experimental subject and give an appropriate level of statistical data and details of any formal statistical setting. Statements such as "results will be discussed" are unacceptable.
6. Do not use subheadings, e.g. "methods". Start each paragraph with an indentation of three spaces, but do not leave a line space between paragraphs. Uncommon abbreviations should not be used without first being expressed in full. Essential references (not more than two) must be cited in the Vancouver style, as used in the *British Journal of Dermatology*, and must be included in the body of the abstract.
7. Presented data should agree with what is stated in the abstract.
8. Declaration of financial interests: For the proper evaluation of a presentation, it is important that any factors that may influence the objectivity of the presenter are known by the audience. You are therefore required to reveal the source of any commercial funding for the work described in the abstract. This information must be given within the abstract and will therefore be published if it is accepted for presentation.

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C. The Submission Process

1. Click on the abstract submission link on the website to access the system.
2. Log in to the submission system when your abstract is completed and ready to send. To log in, enter your email address and the password you chose when you registered with the system.
3. When you click the “log in” button you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully. If you have not yet submitted an abstract to the system you should click the link that says “Click here to submit a new abstract”.
4. Submitting an abstract is a multi-step process. Each step asks several questions:
 - All steps: some questions are marked “Mandatory”. We cannot accept your abstract until these questions have been answered.
 - Final step: once you have completed this step click the “Finish” button. If you have answered all the mandatory questions then your abstract will be assigned a reference number and you will receive email confirmation. If you have not answered all the mandatory questions your abstract will be held in temporary storage until you return later and complete all the questions.

2. Amending a submission

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract text itself.

1. Log in to the submission system
2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you don’t have to change an answer if you don’t want to.
4. When you reach the final step and press “Finish” you will be sent an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

3. Withdrawing an abstract

If you want to withdraw an abstract please contact the conference administrator.