

NACCS Abstract Submission Guidance for the 2024 ASM

Please follow this guidance carefully. If the submitted abstract does not strictly adhere to these guidelines it will be sent straight back with a note regarding resubmission, unless there is insufficient time before the closing date. In that event, the abstract will be rejected.

- **The work should not be published before submission, in whole or in abstract, in an indexed journal**
- **All authors should have seen, and accept responsibility, for the content of the abstract**
- **All authors must declare any conflict of interest on submission, and to the audience prior to any oral or poster presentation by inclusion of such information on a slide or the printed poster. This includes the existence of any relationship that could be considered to affect the content of their presentation. This could include financial relationships, advisory positions, payments, expenses, grants, or departmental support, and membership of organisations**
- **In submitting the abstract to the Society the authors transfer, assign, and otherwise convey copyright of ownership of the abstract in the event the Society secures its publication in the Journal of Neurosurgical Anesthesiology (JNA)**
- **At least one of the authors must be a member of NACCS**
- **The abstract must be submitted on the template and be sent electronically with the covering letter signed by the corresponding author (scanned pdf or electronic signature)**
 - **The letter should confirm that ethical approval was obtained, or that the project was registered with the hospital/governance department as an audit, service evaluation, survey or case report**
 - **Case reports MUST have patient consent for submission**
 - **The letter must also clearly show the name, contact address, telephone number and an email address for correspondence of the senior or corresponding author. Without this it will not be possible to process successful abstracts for publication in the JNA**
- **Abstract acceptance does not guarantee that your abstract will be published in the JNA**
- **Closing date for submissions is 12pm on 22nd March 2024**

Presentations, Posters & Prizes

- **The best abstracts submitted by medically qualified trainees will be invited to compete for the Harvey Granat prize for the best oral presentation during the free paper session, unless the submission specifies for poster only. The awards are £400 for the winner, with a runner up prize of £200**
- **All accepted abstracts are eligible for the poster prize. A shortlist will be made during the meeting, and to be eligible for the prize the first author must be available to present the poster to a panel of judges. The first author of the best poster will be awarded a prize of £200, with a runner up prize of £100**
- **The highest ranked poster presented by a first author who is an allied health professional will be eligible for an additional prize of £50**
- **Abstracts accepted for presentation during the oral free paper session will be asked to produce a poster for display at the meeting, but are not eligible for the poster prize**

Authors

Include full name, highest academic qualification, and affiliations of ALL authors.

Abstract

The abstract (excluding title, authors and affiliations) should not exceed 2000 characters (including spaces). **In addition**, up to 3 references and one table **or** figure can be included.

All abstracts must be submitted electronically to the email address on the NACCS website using Microsoft Word 12 font, Times New Roman in template provided. Text must not be boxed or enclosed in any other kind of submission.

Limit the use of abbreviations and acronyms, and avoid general statements (e.g., "the significance of the results is discussed"). The results must include the figures from which you drew your conclusions!

Abstracts must be structured into, and have the following subheadings:

Introduction, Methods, Results, Conclusions.

Case reports must be submitted under the headings:

Introduction, Case history, Discussion.

Full guidance can be found on the Journal of Neurosurgical Anesthesiology (JNA) website:
<http://edmgr.ovid.com/jna/accounts/ifauth.htm>.

Abbreviations

Abbreviations should be defined at first use in the main body of the text (and in each table and figure), and used consistently thereafter.

References

The authors are responsible for the accuracy of the references.

References should be numbered (as superscripts) in the order of first appearance in the text.

The reference list should include only material that have been published or accepted for publication.

Abstracts published within the previous 3 years may be used as references, as can material from the Internet (URLs) provided the citation includes the most recent accessed date.

Articles published without peer review and manuscripts in preparation or submitted for publication are not acceptable as references. Personal communications and unpublished works should be cited in parentheses in the text and not included as references.

If there are more than three authors, only the first three should be included followed by 'et al.' Journal names should be abbreviated as they appear in NLM Catalog

(<https://www-ncbi-nlm-nih-gov.ezp.lib.cam.ac.uk/nlmcatalog?term=currentlyindexed>)

Use the following reference formats:

Journal article

Kutteruf R, Wells D, Stephens L, et al. Injury and liability associated with spine surgery. *J Neurosurg Anesthesiol.* 2018;**30**:156-162.

Article published on-line ahead of print

Rock AK, Opalak CF, Workman KG, et al. Safety outcomes following spine and cranial neurosurgery: evidence from the National Surgical Quality Improvement Program. *J Neurosurg Anesthesiol*. 2017. doi: 10.1097/ANA.0000000000000474. [Epub ahead of print].

Article by doi

Kutteruf R, Wells D, Stephens L, et al. Injury and liability associated with spine surgery. *J Neurosurg Anesthesiol*. 2018. doi: 10.1097/ANA.0000000000000448

Book chapter

Kirkman MA, Smith M. Multi-modality neurologic monitoring. In: Cottrell J, Patel P. *Cottrell and Patel's Neuroanesthesia*, 6th ed. Philadelphia: Elsevier; 2017:142-151.

Book

Cottrell J, Patel P. *Cottrell and Patel's Neuroanesthesia*, 6th ed. Philadelphia: Elsevier; 2017.

Internet

Mashour G. President's message: the three pillars of neuroanesthesiology. SNACC Winter Newsletter 2016. Available at: <http://www.snacc.org/wp-content/uploads/2016/12/SNACC-Winter-Newsletter2016-PUB1.pdf>. Accessed 29 September 2017.

Patient Anonymity and Informed Consent

It is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated. Unless written consent is obtained and submitted with the manuscript, eyes should be masked and names should be removed from figures.

Figures and Tables

Either one figure or one table can be submitted as a separate document with the abstract.

Figures: Cite the figure in the text, and submit as a separate document, **not embedded within the text.**

Digital Artwork Guideline Checklist

- Artwork should be saved as TIFF, EPS, or MS Office (DOC, PPT, XLS) files. High resolution PDF files are also acceptable
- Any white or black space surrounding the image should be cropped
- Diagrams, drawings, graphs, and other line art must be vector or saved at a resolution of at least 1200 dpi. If created in an MS Office program, the native (DOC, PPT, XLS) file must be submitted
- Photographs, radiographs and other halftone images must be saved at a resolution of at least 300 dpi
- Photographs and radiographs with text must be saved as postscript or at a resolution of at least 600 dpi
- Each figure must be saved and submitted as a separate file

Please note that artwork generated from office suite programs such as Corel Draw, and MS Word, and artwork downloaded from the Internet (JPEG or GIF files), cannot be processed for publication.

Tables: Cite table in the text and submit as a separate file. The maximum size of a table should be 10 rows by 10 columns and should be submitted as a Word document. **Do not attempt to embed within the text.** Include the table title, appropriate column heads, and explanatory legends (including definitions of any abbreviations used). They should be self-explanatory and should supplement, rather than duplicate, the material in the text.

Tables should be created using the table creating and editing feature of standard word processing software (e.g. MS Word). Do not use MS Excel or comparable spread sheet programs.

Corresponding author

The contact address, telephone number and email of the corresponding author should be submitted in a covering letter (and on the email which is used to submit the abstract).

Submission

Please submit all files electronically to jpc44@cam.ac.uk in accordance with the deadlines below:

<p style="text-align: center;">There will be strictly enforced closing date of 1200 hours March 22nd, 2024 for ALL abstracts.</p>
--