

## **NACCS Abstract Submission Guidance for the 2025 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- **The work should not be published before submission, in whole or in abstract, in an indexed journal**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/SBNS**
- **The abstract must be submitted online. See - <https://naccs.org.uk/annual-scientific-meeting-abstract-submission/>**
- **Authors must provide confirmation 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**
  - **Contact details for the corresponding/author are provided. 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 7<sup>th</sup> March 2025**

### **Presentations, Posters & Prizes**

This year we intend to combine with the Society of British Neurological Surgeons (SBNS) and will be accepting abstract submissions from members of both societies.

- **The best abstracts submitted by medically qualified trainees will be invited to make an oral presentation during the free paper session, unless the submission specifies for poster only. Prizes will be awarded based on the opinion of the judging panel**
- **All accepted abstracts are eligible for the poster prize. A shortlist will be made during the meeting, and to be eligible for the prizes the first author must be available to present the poster to a panel of judges.**
- **The highest ranked poster presented by a first author who is an allied health professional will be eligible for an additional prize**
- **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 on the NACCS website. 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/ifaauth.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 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/nlmcatalog/journals>)

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*, 6<sup>th</sup> ed. Philadelphia: Elsevier; 2017:142-151.

### **Book**

Cottrell J, Patel P. *Cottrell and Patel's Neuroanesthesia*, 6<sup>th</sup> 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 with the abstract. Figures and tables must be cited in 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. The maximum size of a table should be 10 rows by 10 columns and should be submitted as a Word document. 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.

### **Submission**

Please submit all files electronically via the NACCS ASM Abstract Submission page:

<https://naccs.org.uk/annual-scientific-meeting-abstract-submission/>

**There will be strictly enforced closing date of 1200 hours March 7th, 2025 for ALL abstracts.**