



## Submission of Abstracts Guidelines and Policies

The RANZCR 2022 ASM invites the submission of abstracts on original work for consideration for a Scientific Paper, Educational Paper, Scientific Exhibit or Educational Exhibit in the clinical radiology and radiation oncology programs. We encourage abstracts that are above and beyond thought provoking, challenge our thinking and reflect the ASM theme "*Reflect, Revive, Reimagine*"

**IMPORTANT NOTE: Please ensure you have read the guidelines, themes and abstract prizes page and downloaded the correct abstract template.**

Please note that reviewers may reallocate abstracts between the above categories.

### Abstract Key Dates

Abstract Submissions Open	Monday 17 January 2022
Abstract Submission Closes	Friday 8 April 2022
Author Notification	Friday 6 May 2022
Author Registration and Early Bird Deadline	Friday 17 June 2022

### Abstract Template

Please ensure you use the abstract template as provided on the ASM website.

### Summary of Abstract Submission Instructions

Please read through the submission instructions listed below before preparing your abstract:

**Step 1:** Read the guidelines and policies for the submission of abstracts.

**Step 2:** Download Scientific Paper or Exhibit, Educational Paper or Exhibit template and insert/add your abstract text. Save as a **.doc or .docx** document to your computer. Abstracts must not exceed **400-word** limit (this applies to the main body of the abstract only and excludes the abstract title, authors, affiliations and references.) **Be sure to not list authors on the template document as this is a blind review.**

**Step 3:** Write your abstract following the abstract template.

**Step 4:** Complete the Abstract Submission Form. It will be necessary to attach/upload the **.doc or .docx** copy of your abstract.

### Submission Policies and Requirements

- 1. Originality:** The abstract submitted must not have been published previously or accepted for publication in whole or in part by medical journals. It is acceptable that the research may have been previously presented by the author at either a national or international conference, and subsequently published elsewhere in printed or electronic form such as an abstract supplement.
- 2. Number for Submissions:** Authors may submit more than one paper.
- 3. Language:** Standard (British) English is the official language of the Meeting and should be used in all the abstract submissions, publications and presentations.



4. **Spelling:** should follow British conventions and must be consistent throughout the abstract. Authors should therefore follow the latest edition of *the Concise Oxford Dictionary*.
5. **Acknowledgement of Receipt:** Upon submission, authors will receive confirmation by email. Please contact [ranzcr@encanta.com.au](mailto:ranzcr@encanta.com.au) if you do not receive this email.
6. **Review and Selection:** Abstracts will be **blind peer-reviewed by** a panel of experts selected by the Organising Committee. Selection will be based upon the abstract review scoring criteria. The decisions of the review process are final and cannot be disputed.

**Scoring Criteria** – the following 6 criteria have been determined as the key scoring criteria:

1. Importance of Topic
  2. Originality
  3. Quality of Study Design
  4. Achievement of Aim
  5. Academic Contribution
  6. Provokes Discussion
7. Scientific and Educational Papers submitted for oral presentations that cannot be accommodated within the meeting program will be considered and reviewed for a place in the Scientific Exhibits / Educational Exhibits.
  8. **Notification of Acceptance:** Authors will be notified if their abstract has been accepted by Monday 16 May 2022
  9. **Registration:** All presenters are required to present their work in person where possible (based on government travel restrictions at the time of the event) and register for the full meeting by the registration deadline Thursday 30 June 2022. Failure to do so will result in possible exclusion from the final program.
  10. **Original Abstract Publications:** All accepted original abstracts will be available via the *Journal of Medical Imaging and Radiation Oncology (JMIRO)* online library at the commencement of the meeting.
  11. Exhibits - All scientific and educational exhibits will be exclusively displayed in electronic format via EPOS™- RANZCR's Electronic Presentation Online System, this is a mandatory requirement. No backboard panels or view-boxes will be provided onsite for poster presentations. The 2022 EPOS submission deadline is scheduled for late July 2022.
  12. From time to time the organising committee may choose to include a small number of static posters as part of the event. If you would like your abstract to be considered for static display, please tick the appropriate box. **Static poster presentations are by invitation only.**

**NOTE:** An EPOS™ submission will still be required if your poster is chosen to be developed into a static poster. Failure to complete an EPOS™ exhibit will result in exclusion from the meeting program.

**13. Plagiarism:** The RANZCR conference organisers regard plagiarism as serious professional misconduct. If plagiarism is identified, the abstract and any other abstracts submitted by the same author will be rejected. In addition, the submitting author's conference profile and any other related activity (registration, scholarship application etc.) will be cancelled. The author will not be allowed to participate in future RANZCR Annual Scientific Meetings. Please refer to the RANZCR Intellectual Property Policy.

**14. Biography:** All presenting authors must include a 50-word biography with their abstract submission.



15. The acceptance of an abstract does not imply provision of travel, accommodation or registration for the meeting, nor any other costs associated with preparation or presentation of the abstract, or any costs associated with attendance at the meeting. All authors presenting at the meeting must register and pay to attend the event.

## Abstract Format and Layout Guidelines

*All abstracts must be prepared according to the guidelines provided. Abstracts will be published as submitted. Failure to do so may result in an abstract not being considered for review and rejected.*

- Abstracts should be a summary of the paper or exhibit and must not exceed **400 words** (not including title, author(s), affiliations and references).
- An abstract must contain sufficient information so that if published it will be a complete report independent of presentation.
- The text should not contain statements alluding to results or conclusions not presented within the text.
- Abstracts must be single spaced with a clear line between paragraphs.
- Abstracts must be free of typographical and grammatical errors.
- Tables, graphs and images must not be included. These items will not be published.
- Standard abbreviations may be used for common terms only. Otherwise, any abbreviation should be given in brackets after the first full use of the word. Abbreviations may be used in the title, provided the name in full is outlined in the body of the abstract.
- Scientific symbols must be spelt out; symbols must not be used within abstracts.

## Referencing

In line with the style used by the *Journal of Medical Imaging and Radiation Oncology*, RANZCR uses the Vancouver style of referencing.

It is the author's responsibility to ensure that they have obtained permission from the copyright holder to reproduce in the abstract material not owned by them, and that the source is acknowledged in the references.

This system identifies all references cited in the text of a document by a superscript number. The number is placed after the full stop of the sentence in which the reference is made. These numbers identify the full reference, which is detailed in a numbered reference list at the end of the document.

The Vancouver style only uses capital letters for the first word of an article or book title, except for words that normally begin with a capital letter.

In the reference list, cite the names of all authors when there are six or fewer; when seven or more, list the first three followed by et al. Do not use *ibid.* or *op cit.* Reference to unpublished data and personal communications should not appear in the list but should be cited in the text only (e.g. Smith A, 2000, unpublished data). All citations mentioned in the text, tables or figures must be listed in the reference list.

Generally, abstracts should not exceed 15 references.



Below are the formats and examples of a variety of references including books, journal articles and web pages. If you use referencing software such as EndNote, you can set it to the Vancouver style.

## Books

Author/s (surname and initials). Title. Edition. Place of publication: publisher; year of publication

1. Tortora, RJ, Derrickson, B. Introduction to the human body. 7th ed. New York: John Wiley & Sons; 2006

## Journal articles

Author/s (surname and initials). Title of article. Title of journal. Year of publication month date; Volume number (issue number): page numbers.

2. Benson, J. The use of interpreters. Inside News. 2009 March 20; Volume 5(No 2): p20.

## Journal articles on the Internet

Author/s (surname and initials). Authors surname Initials. Title of article. Abbreviated Title of Journal [serial on the Internet] Year of publication [cited Year Month Day]; Volume Number (Issue number): [about number of pages or screens]. Available from: URL

1. Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. AM J Nurs [serial on the Internet] 2002 [cited 2002 Aug12]; 102(1) [about 3 screens]. Available from:  
<http://www.nursingworld.otg/AJN/2002/june/wawatch.htm>

## Conference papers

Author's surname Initials. Title of paper. In: Editor(s) Surname Initials, editor(s). Title of the Conference; Date of conference; Place of conference. Place of publication: Publisher's name; Year of Publication. p. page numbers.

4. Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

## Newspaper articles

Author. Title, Name of newspaper Date of edition (year month day); Section (if applicable): Pages (column no).

5. Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post 1996 Jun 21; Sect. A:3 (col. 5).

## Websites

Use the following format for referencing a website home page:

Author/Editor/Organisation's name. Title of the page [homepage on the Internet]. Place of publication: Publisher's name; [updated year month day; cited year month day]. Available from: URL



6. Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources [updated 2002 May 16; cited 2002 July 9].

Available from: <http://www.cancer-pain.org>

Use the following format for referencing part of a website:

Author/Editor/Organisation's name. Title of the page [homepage on the Internet]. Place of publication: Publisher's name; [updated year month day; cited year month day]. Title of page being cited. [number of screens]. Available from: URL

7. American Medical Association [homepage on the Internet]. Chicago: American Medical Association; [updated 2001 Aug 23; cited 2002 August 12]. AMA Office of Group Practice Liaison. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

## Abstract Template

**It is important that all authors adhere to the correct abstract template based on their submission being a Scientific Paper/Exhibit or Educational Paper/Exhibit**

Any abstract that does not comply with these specifications will not be accepted for review.

## Presentation Formats

### Oral Presentations

If you are selected to give an oral presentation you will need to prepare an 8-minute presentation. There will usually be a 2-minute discussion after the presentation. All presentations must be saved as PowerPoint files and brought to the meeting for upload in the speakers' preparation room via USB.

### Electronic Exhibit Presentations

All scientific and education exhibits will be exclusively displayed in electronic format via EPOS™ - RANZCR's Electronic Presentation Online System. No backboard panels or view-boxes will be provided onsite for poster presentations. EPOS™ is available for viewing from the dedicated EPOS™ terminals in the Exhibition and will be operational during exhibition opening times.

### Static Presentations

The Organising Committee may choose to include a small number of static posters as part of the meeting to display the most interesting or educational exhibits. Authors selected to display a static poster at the ASM will be contacted directly by the Organising Committee via the PCO. An EPOS™ submission will still be required for the posters chosen to be developed into a static poster.

## Disclosure Statement

All presenters and chairs/facilitators of sessions are expected to disclose to the audience any significant financial interest or other relationship with:

- The manufacturer/s of any commercial product/s and/or provider/s of commercial services discussed in a presentation.
- Any commercial supporters of the presentation.

The intent of this disclosure is not to prevent a presenter or chair with a significant or other relationship with a commercial company from making a presentation, but rather to enable audience members to form their own opinions as to whether a presentation is biased or not. It remains for the



audience to determine whether the speaker's interest or relationships have influenced the presentation.

Significant financial interest or other relationship may include such things as:

- Support of individual or department/institution research.
- Any support or financial incentives, current or past, which relate to the subject matter of the current presentation.
- Any share ownership or options, employment, loan or financial relationship with a company whose product or service is directly connected to the topic of the presentation.
- Being a consultant for a company whose product or service would be directly affected by the subject matter of the current presentation.

Presentations must be free of any commercial bias:

- No commercial literature or audiovisual material may be used.
- Trade or commercial names should be avoided unless necessary for clarity.