

TSANZ Guidelines for Submission of Abstracts Annual Scientific Meeting 2024

All abstracts must be submitted by 1800hrs AEST, 19 October 2023

These guidelines are provided to assist in preparing abstracts for presentation at the TSANZSRS Annual Scientific Meeting. Compliance with these guidelines will expedite the process of scientific evaluation, program arrangements and online publication of abstracts.

- TSANZ welcomes the submission of abstracts on any aspect of on any aspect of thoracic medicine or surgery, on sleep disorders and on related clinical and basic sciences.
- Abstracts which are being or have been presented at international scientific meetings where abstracts are published (e.g. ATS, ERS) may be submitted to the Annual Scientific Meeting.

Abstracts will not be accepted for presentation at the Annual Scientific Meeting if they:

- Contain data which have been previously published in the context of commercial development
- Report research work which has been carried out with financial support from the Australian Tobacco Research Foundation or any research on behalf of the tobacco industry.
- Contain data which have previously been published in a full paper prior to abstract submission.
- Are not accompanied by a Declaration of Interest (inputted via the submission form).

Please note that discretion should be taken in the presentation of data that might be considered commercially sensitive.

A good abstract is difficult to write. It comprises a brief summary of a large amount of work and requires a depth of understanding, perspective and focus. Junior researchers particularly should be prepared for the need to write several drafts before reaching a final, acceptable version and are encouraged to seek help from more experienced abstract writers and colleagues.

Abstract Submission

Your abstract(s) must be submitted online with additional details using the submission form on the TSANZSRS ASM website: <https://tsanzsrsasm.com/abstracts>

The submission form includes:

SIG nomination(s)

All abstracts must be nominated for review by a SIG corresponding to the content of the abstract. The list of SIGs forms part of the online abstract submission form. Please select the SIG most appropriate for your abstract, as well as an alternate SIG if appropriate.

Nomination(s) for awards

You must indicate your intention to nominate for the Ann Woolcock New Investigator Award on the online submission form, and provide additional documents as requested.

By submitting you agree that your accepted abstracts will be published

- in the Meeting App
- on the Meeting website
- in a Respiriology Supplement issue (the Official Journal of the Asian Pacific Society of Respiriology)

Registration

Presenting authors of accepted abstracts must register for the TSANZSRS ASM by 16 February 2024 or their abstracts will be removed from the program.

Submission Instructions

Failure to adhere to these instructions will result in rejection of the abstract.

a) Title

The title should be in sentence case, brief and as precise as possible. It should be relevant to the key original point of information contributed by the study and should preferably be descriptive, e.g. "Caffeine primes neutrophil oxidative function", rather than ambiguous, eg. "The effects of caffeine on neutrophil function".

b) Authors

Follow on from the title in upper/lower case with the presenting author listed first. CHECK SUBMITTING AUTHOR IS LISTED AS PRESENTING AUTHOR.

c) Address(es)

Address(es) for the authors should be listed in the following order: Department, Institution, State and Country. The entire address section should be in italics. Where the abstract includes authors from different departments, place the presenting author's department first, followed by other departments, using superscript numerals to link all authors with departments.

d) Text

In general "structured" abstracts convey information more economically and succinctly. If using abbreviations, give the full term, with the abbreviation in parentheses. Universally recognised abbreviations (e.g. FEV1, see Approved Abbreviations below) need no explanation. Do not use non-standard abbreviations in the title of the abstract.

e) Introduction/Aim

The first sentences should state explicitly the background, rationale, aims, goal or purpose of the study.

f) Methods

A concise description of the methods should follow. The details of this depend on the originality of the technique or approach used. Abstracts without methodological details are regarded as deficient.

g) Results

Results should be provided in a quantitative manner in adequate detail. In some cases a small table(s) may be a useful means of presentation (maximum of two per abstract without title or legend), however the abstract, including tables, must comply with the specified formatting requirements. Statements such as "The results will be discussed" are not acceptable.

h) Statistics

Use the following format: $x \pm y$ (state whether SEM or SD); $n=z$, $p=q$; eg. 60 ± 6 (SEM); $n=10$, $p < 0.05$.

i) Conclusions

The Conclusions should be clearly stated and must be referable to the results provided.

j) Grant Support

Any funding should be briefly acknowledged at the bottom of the abstract.

k) Declaration of Interest Statement

All abstracts must be accompanied by a Declaration of Interest on the prescribed form. No abstracts will be accepted without this declaration.

l) References

References are generally unnecessary, but if required should be limited to a maximum of 3, numbered in the text and listed immediately below the text (within the specified area) in the following sequence: Authors, Journal, Year, Volume, First and Last pages, e.g. I Cerveri et al, Chest, 2004, 125, 1714-1718.

m) Key Words

Select 3-6 key words which describe the abstract and list these in your submitted document.

n) Word Count

The abstract body text (excluding headings, title and author information) should be limited to 300 words. It needs to be 1 page including diagram and tables, no need to count words for diagram or table. Arial font size 11, single spacing.

o) Approved Abbreviations

Abbreviations for microorganisms should follow standard scientific notation, i.e. the first letter of the genus in capitals followed by the species name in lower case (e.g. *P. aeruginosa*). By convention, the entire abbreviation is printed in italics or underlined.

FEV ₁	forced expiratory volume in 1 second
FEV ₆	forced expiratory volume in 6 seconds
FEF ₂₅₋₇₅	mean mid-expiratory flow
PEF	peak expiratory flow
FVC	forced vital capacity
TLC	total lung capacity
FRC	functional residual capacity
RV	residual volume
VC	vital capacity
D _L CO, T _L CO	diffusing capacity
PD ₂₀	provocative dose for 20% fall
PC ₂₀	provocative concentration for 20% fall
PaO ₂ , PaCO ₂	arterial partial pressure of oxygen, carbon dioxide
SpO ₂	oxygen saturation by pulse oximetry
V'CO ₂	carbon dioxide production
V'O ₂	oxygen consumption
V'E	minute ventilation

Units of measure should conform to current scientific usage and can be abbreviated when they follow a number (eg. cm, mL, g, mg, nmol, °C). Unusual units should be defined in full.

p) Co-authors

The submitting author must confirm that the submission of this abstract has been approved by all co-authors.