

## SUBMISSION AND PRESENTATION OF ABSTRACTS FOR SCIENTIFIC MEETINGS

The information given here is designed to help authors comply with the Domestic Rules of The Society concerning presentation at Scientific Meetings.

### 1. Number of abstracts at any Scientific Meeting

An abstract for an Oral, Poster or Demonstrated Communication is intended to provide a means of communicating new work in progress, as well as completed work.

A participant may **present** only one Communication (Oral, Poster or Demonstrated) at a particular Meeting, but may appear as a joint author on other Communications (Domestic Rule DRA9). The presenting author of a Poster, Demonstration or Demonstrated Communication must be present during the relevant display periods; otherwise the abstract will not form part of the online *Proceedings of The Physiological Society*.

All communications are submitted as Posters, from which the meeting organisers, Meetings Secretary and/or SIG Convenors may select some to be delivered as an Oral Communication. Those not selected will remain as Posters. The Meetings Secretary may at his or her discretion allow oral communications to be also given as Posters.

All abstracts must conform to The Society's regulations regarding scientific content and ethics (see 2. below). They are reviewed for these criteria immediately following the closing date for submissions. Abstracts not conforming to these requirements may be "rejected" or "accepted as title only". Authors must ensure that abstracts are carefully proof-read before submission as changes will not be permitted following the closing date. Where ethical issues arise authors will be contacted for any clarification necessary and asked to confirm any relevant changes to make the abstract ethically acceptable. If these are not forthcoming, or acceptable, the abstract will be rejected.

### 2. Content

- (a) To be acceptable for publication, experiments on living vertebrates and *Octopus vulgaris* must conform with the ethical requirements of The Society regarding relevant authorization, as indicated on the submission form; authors must tick the appropriate box to indicate compliance.

Abstracts of Communications or Demonstrations must state, either in the title or text, the type of animal used (common name or genus, including man).

Where applicable, abstracts must specify the anaesthetics used, and their doses and route of administration, for all experimental procedures (including preparative surgery, e.g. ovariectomy, decerebration, etc.).

For experiments involving neuromuscular blockade, the abstract **MUST** give the type and dose, plus the methods used to monitor the adequacy of anaesthesia during blockade (or refer to a paper with these details).

For the preparation of isolated tissues, including primary cultures and brain slices, the method of killing (e.g. terminal anaesthesia) is required only if scientifically relevant. In experiments where genes are expressed in *Xenopus* oocytes, full details of the oocyte collection are not necessary.

All procedures on human subjects or human tissue must accord with the ethical requirements of The Society regarding relevant authorization, as indicated on the submission form; authors must tick the appropriate box to indicate compliance.

When non-proprietary drugs or chemicals are referred to, an abstract will not be published unless the structure of the compound cited is given or reference made to a previously published paper.

- (b) There is no requirement to include full experimental protocols. However, sufficient information must be given within the text, or by reference to published work, to indicate how the experiments were performed.
- (c) The authors must include within the abstract a clear description of the results and all the appropriate data to support any conclusion they wish to make. Authors are expected to present within their Communication all the data described in the abstract.

- (d) If numerical data are presented as mean values, the standard deviation or standard error must be given, stating which is used; *n* values must also be given. If statistical significance is stated, then the statistical test must be named.
- (e) All abbreviations must be explained within the text, except those that are listed in the online version of the Instructions to Authors for *The Journal of Physiology* (<http://www.jphysiol.org/misc/abbreviationslist.pdf>). Abbreviations should be those accepted in the field; new abbreviations should be avoided whenever possible. Authors are reminded that a large number of abbreviations within an abstract can detract from the sense.
- (f) If the abstract relates to a demonstration of a computer program or any material covered by the Patents Act, authors should consult guidelines available from The Society's Publications Office.

### 3. Demonstrations, Illustrated Communications and Demonstrated Communications

**Demonstrations** comprise an exhibition of experiments, apparatus or specimens, needing special facilities for their proper performance or display, the showing of a video or the use of computer-based information. The emphasis is on methods or techniques; hence the abstract should contain only illustrative results. The acceptance of a Demonstration will be dependent on availability of appropriate facilities and cannot be guaranteed. Authors are requested to contact The Society and/or the meeting venue to ascertain feasibility.

**Illustrated Communications.** An Oral Communication may, with the permission of the Meetings Secretary, be amplified by the display of additional illustrative material, e.g. photographs, tables, records, etc. during the Demonstration or Poster period. Such an exhibit shall not rank as a Demonstration for the purpose of The Society's records, but a notice that such additional exhibits are on view will be posted during the course of the Meeting.

**Demonstrated Communications** shall be taken to mean the illustration of experiments, apparatus or results. It should include new data. A Demonstrated Communication will normally be presented in a laboratory environment. The acceptance of a Demonstrated Communication will be dependent on availability of appropriate facilities and cannot be guaranteed. Authors are requested to contact The Society and/or the meeting venue to ascertain feasibility.

### 4. Oral Communications

Authors are reminded that:

- (a) no Oral Communications shall be read (Domestic Rule DRA9) either from written script, slides or PowerPoint transmissions;
- (b) an Oral Communication shall not occupy more than 10 minutes (Domestic Rule DRA10). To comply with these rules, and to ensure that papers are presented in a concise and comprehensible manner, The Society advises that:
  - i. not more than six slides or PowerPoint transmissions should normally be shown;
  - ii. any PowerPoint animations should be 'basic';
  - iii. graphs should not normally contain more than three curves;
  - iv. tables should not normally contain more than 30 values;
  - v. all Oral Communications should be rehearsed for time, sense and audibility.

### 5. Poster Communications

Poster Communications will be reviewed at Scientific Meetings by one or more members of a Poster Review Panel. Presenters must be present during the relevant Formal Review Period. Guidelines for the preparation and review of Poster Communications and sample posters are available on The Society's web site.

### 6. Submission of abstracts

All submissions must be made through the online abstract submission web site, where full instructions are given. Abstracts must be submitted during the publicised submission period. Late abstracts will not be accepted.

For further information about Meetings, please visit The Society's web site (<http://www.physoc.org>).