

ACA Conference 2025

Research Symposium: Submission Guidelines and Ethics Declaration

Abstract Submission deadline: Wednesday 28 May 2025

Notification of submission finalists: Wednesday 18 June 2025

Abstract submitted via email to: research@chiropractors.org.au

Submission Categories:

Authors are invited to submit abstracts reporting original research of relevance to the practice of chiropractic. Abstracts are welcome across all areas of health-related research both quantitative and qualitative including basic science, applied or clinical research (observational and experimental). Research previously presented at an ACA Conference will not be eligible for presentation. Preference will be given to research submissions that have not been published before the conference submission deadline. Each researcher is limited to submitting no more than three abstracts. Single case studies will not be accepted for presentation. Each researcher will be limited to one podium presentation should more than one abstract be submitted. Other abstracts may be offered poster presentations.

Conditions of Submissions:

A) Platform (Oral) Presentations: Not all abstracts will be selected for platform presentation. Those selected for platform presentation will be given a strict time limit of 10 minutes for the oral presentation. Additional time has been allocated for audience question time at the end of the session.

B) Poster Presentations: Some abstracts will be invited for poster presentation. The *Presenting Author* for the poster is required to have the poster displayed in the designated poster area no later than the start of the first morning break on the Saturday of the conference weekend and is responsible for its removal after the conclusion of the last afternoon break on the Sunday. Please see the detailed 'Format for Posters' instructions below.

A designated author is required to stand beside their poster in the poster display area at required times (during conference breaks on Saturday and Sunday) to answer questions from delegates about their research. Poster authors may rotate this duty over the weekend. If circumstances prevent any of the authors from attending the conference, you must arrange for a 'substitute presenter' with sufficient knowledge of the research to stand with your poster.

Symposium Registration:

All presenting authors must register and pay for their attendance to the Conference. Early Bird registration pricing will apply to all accepted applicants.

Abstract submissions instructions:

All abstracts should be submitted electronically as a Word (.doc) file by **Wednesday 28 May 2025** to research@chiropractors.org.au. Be sure to indicate on the *Abstract Cover Page*, whether the abstract submitted is for a podium (oral) presentation, a poster presentation or either. Please check you have received a confirmation email indicating we have received your submission. If you have not received a confirmation of receipt email within 48 hours of submitting your Abstract, please contact research@chiropractors.org.au to confirm it has been received.

a) Format: Abstracts submitted must not exceed 350 words (not including, Abstract Title, Authors, Affiliations, Funding acknowledgement and references) and should be typed, double spaced, in 12-point Arial font. Up to 5 references can be cited and listed at the end of the body of the abstract. Authors should use the Vancouver citation style. The abstracts should NOT include figures, tables or diagrams. Abstracts should be structured using the following headings:

1. Title should be in sentence case.

2. Authors and their affiliations

3. Objectives (includes background, study purpose, aim and/or hypothesis being tested)

4. Methods (includes study design, setting, and methods)

5. Results (includes the main findings and summary statistics when appropriate)

6. Discussion/Conclusion (primary conclusions and potential recommendations based upon study findings that relate directly to the study purpose).

b) Authorship confirmation: The *Presenting Author* is responsible for the content and presentation of the submitted research including completion of the ethics declaration provided. Abstracts will **NOT** be considered for presentation unless accompanied by completed ethics declaration page and *Abstract Cover Page*.

c) Ethics declaration: This requires you to include in your application a completed 'ethics declaration' page signed and dated by the Senior Author. Please state and sign where ethics was not required for the research submitted.

d) PowerPoint files: Presenters of research accepted for Podium (oral) presentation must bring a copy of their presentation on a USB stick on the day of their presentation at the START of the break prior to the event commencing.

Review Process:

Clinicians, students (undergraduate/postgraduate) and senior researchers are encouraged to participate. All submissions will be evaluated by an independent and blinded scientific panel. Abstract submissions will be selected and scored based upon a criteria scoring system including

practical significance, originality, scientific quality and presentation of the work. You may indicate whether you prefer the abstract to be Podium, Poster or either. The scientific panel will further advise on which accepted abstracts will be presented as a podium or poster presentation

Abstract Cover Page: Please complete with submission.

1. Name of the presenting author:

2. Contact details (email and phone):

3. Abstract title:

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4. Author contributions (names of all authors underlining the first Authors name Include affiliations for each author):

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5. Presenting authors current educational status:

☐

Undergraduate student

☐

Graduate student (Master of Research or PhD)

☐

Post graduate or senior researcher

6. This submission is made available for:

☐

Podium

☐

Poster

☐

Either podium or poster consideration

7. Funding acknowledgement(s) if applicable:

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8. Conflict of interest statement(s) if applicable:

.....

.....

Signed:

Date:

Print Name of author representing this submission:

Ethics Declaration: Please complete with submission.

I (Print name):

being the author responsible for presenting the research submitted for the ACA Research Symposium under the Abstract title:

confirm, on behalf of and with the agreement of all Authors, that the research reported in this Abstract was conducted after first obtaining ethical approval from the following Research Ethics Committee to conduct the reported research:

Print name of ethics committee here (if applicable):

Print ethics approval number here (if applicable):

I confirm that; (tick the appropriate section(s))

☐ Our research involving humans was conducted in accordance with the Australian Health Ethics Committee (AHEC) *National Statement on Ethical Conduct in Human Research.2007 (Updated 2014)*
(<https://www.nhmrc.gov.au/guidelines-publications/e72>).

☐ Our research involving the use of animals was conducted according to the *Australian code for the care and use of animals for scientific purposes 8th edition (2013)*
(<https://www.nhmrc.gov.au/guidelines-publications/ea28>).

(Please be sure to consult the above links for Australian-based research or seek academic advice regarding ethical matters where needed. It is important that the research submitted meets Australian standards for ethical research)

☐ Please tick this box if the lead author of your submission paper is not Australian and was required to meet different national ethical requirements outside Australia. Please provide further details of the country and the national ethics code where ethics approval was provided for your submission. These standards will be reviewed against current Australian standards before submission approval is given.

☐ The conduct of this research did not require ethical approval.

Signed:

Date:

Print Name of author representing this submission:

Format guidelines for Poster Presentations:

- Each Poster display should not exceed AO size and should be presented in Portrait orientation. AO size: Metric = 1189mm x 841mm or imperial = 46.8 x 33.1 inches.
- The presenting author of the Poster Abstract is responsible for the proper uploading and overall presentation.
- The title, authors and author affiliations should be displayed at the top of each poster. The official language of the poster session will be English. The size of the Illustrations and text must be large enough to be read from a distance of at least 2 metres. The poster should be understandable without oral explanation. All lines should be heavily drawn. **1100 words** maximum is requested including the Abstract (but not including references).
- The poster should contain an Abstract, Introduction, Methods, Results, and Discussion or Conclusion and any related recommendations if appropriate. References may be displayed in smaller font.
- The poster must be uploaded on the morning of the first day of the seminar before the morning break. Each poster must have an author or substitute available to stand beside the poster during conference session breaks to answer questions from conference delegates.

The ACA reserves the right to publish all accepted conference abstracts (only) in the conference program and/or in the *Chiropractic Journal of Australia* but does not reserve the right to publish the full manuscript.

Questions: If you have any questions about the submission details or review process, please email research@chiropractors.org.au