

## Research Symposium: Submission Guidelines

**Abstracts must be submitted via [online submission form](#)**

### **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 using the [online submission form](#) with an attached Word (.doc) file by **the closing date**. Be sure to indicate in the [online submission form](#), 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](mailto: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 *all details of the abstract as required in the online submission form*.

**c) Ethics declaration:** You are required to complete in your [online submission form](#) an 'ethics declaration'. Please state where ethics approval 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.

#### **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.

**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

The ACA reserves the right to publish all accepted conference abstracts (only) in the conference program and/or in the *Chiropractic Journal of Australia & New Zealand* 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](mailto:research@chiropractors.org.au)