

UK Radiation Oncology Conference, 11-13 April 2005, York, UK

Guidelines for preparation & submission of Abstracts

Abstracts should ideally be prepared in Microsoft Word (version 2000 or later), if this is not possible then please save your file in RTF format (Rich Text Format). This should then be submitted on the web site. The abstract should be constructed using the guidelines and naming convention outlined below.

Abstract Content

1. The Abstract should be structured to include clear sections describing the aim of the project, method used, results, and conclusions. Some subjects do not lend themselves to such a structure but they should nevertheless be presented clear and unambiguously.
2. The Abstract should contain adequate data to assess the results and interpret the conclusions in the light of these.
3. It is not sufficient to state in the results' section that "data will be presented" or similar phrasing. Such Abstracts will be deemed inadequate for publication.
4. Descriptive accounts of work in progress will not be considered for publication.
5. Abstracts which fail to conform to the above guidelines for publication may still be considered for presentation at the meeting if their content is deemed worth of presentation by the Scientific Committee but they might not be published.
6. By submitting this abstract presenting authors agree to take responsibility for the content of the abstract and have the permission of co-authors to submit the abstract.
7. Please note that the Editor of *Clinical Oncology* reserves the right to copy edit all abstracts to comply with house style.

Abstract Format

1. The abstract should include no more than 300 words.
Do not include figures, tables and references.
2. Use sentence case for the title (and NOT all capitals).
3. The title should have no more than 100 characters
4. The presenting author should be named first.
5. The abstract must be typed using double line spacing, and a 10 point type size in Arial.

Example abstract:

Title

Author A¹, Author B² (Author A¹ is the presenting author)

¹ Address of 1st Author

² Address of 2nd Author

Introduction

Methods

Results

Conclusion

File naming:

Please adopt a file naming convention based on the Surname and Initials of the presenting author. This will allow easy cross-referencing between your web form details and your word processor document. This should reduce the possibility of receiving identical files called "ukro.doc"!

Example: (for presenting author Dr A Acorn)

File name: acorn-a.doc

More than one submission:

If you submit more than one abstract you would have to go through the submission process twice as you cannot attach more than one file to the same submission. Please name the abstracts you submit as follows:

Example: acorn-a1.doc (1st submission)

acorn-a2.doc (2nd submission)