

## Frequently Asked Questions regarding BTS Abstract submission

### **1. How do I submit an abstract for the Winter Meeting?**

Follow the 'submit abstract' button on the Winter Meeting webpage. You will be required to log in, or register for a BTS account if you have not used the website before. NB - you do not need to join as a BTS member to submit an abstract.

### **2. When is the deadline for submitting an abstract?**

The deadline is published on the Winter Meeting webpage and also the abstract submission page. All abstracts must be received by the time and date stated. We do not accept late breaking abstracts.

### **3. Can I submit an abstract for the Winter Meeting which has previously been presented elsewhere?**

We will consider encore abstracts provided they have only been presented at one meeting previously, e.g. ERS or ATS. The author should complete the relevant fields on the abstract submission form to inform us that the abstract is an encore.

### **4. Can I submit an abstract that has been previously published?**

We will not consider abstracts that contain data previously published in a peer review journal (the exception being conference abstracts – see point 3 above). Failure to adhere to this request will result in such abstracts being rejected.

### **5. Can I obtain a copy of an abstract presented at a Winter Meeting in a previous year?**

Yes. Please go to the Thorax website ([www.thorax.bmj.com](http://www.thorax.bmj.com)) where you can search for the abstract book supplement you require. You will need to follow the archive tab and search for the supplement you are looking for.

### **6. Can you give guidance about which category my Winter Meeting abstracts should fall into?**

This is not possible as all abstracts are refereed blind by a panel therefore we cannot pre-judge what might or might not be accepted, or indeed what is or is not suitable for a given category.

### **7. Can I include a QR code on my poster?**

QR codes are permissible only if they provide access to clinically relevant content related directly to the subject of the poster. They must not provide any links to marketing or promotional materials and their use must not imply any endorsement by the British Thoracic Society of any related products or therapies.

### **8. Who is eligible to enter the Medical Student Competition?**

Those eligible for the Medical Student Competition must be at a medical school studying medicine (or have been when the research for the abstract was carried out). Unfortunately, if you do not fall into this category you are not eligible to enter the competition, you can however still submit an abstract.

### **9. Can an author be allocated to more than one institution in an abstract?**

Yes. This can be done via the abstract submission system when adding the authors. First add all the affiliated institutions in the relevant section of the submission form. You will then need to allocate one institution to an author. When an author has more than one affiliation, allocate the institution you wish to appear first, to the author, then add the authors name again and allocate the second institution and so on.

### **10. How do you highlight joint authorship?**

This is not possible. The author list will be printed in the order it appears when the abstract is submitted. To highlight joint authorship if your abstract is accepted, please make this known when giving your presentation.

**11. Do Winter Meeting abstracts have a PubMedID?**

No they do not.

**12. What is the word limit for Winter Meeting abstracts?**

350 words. Words which appear in a table or figure, in the title or in the list of authors do not count towards the limit, but references do. See tips for preparing your abstract.

**13. When will I be notified about the status of my abstract?**

All authors will be notified of the outcome of their abstract by the end of August.

**14. If I have had a spoken session accepted at the Winter Meeting, do I need to produce a poster as well?**

No. The email you received specifically outlines what is required.

**15. Can there be more than one presenter?**

This is not possible. Only one author can present the abstract. Other authors can of course attend the session their abstract is being presented in.

**16. I have noticed a mistake in my abstract, how do I amend this?**

Please send an email to the [abstracts@brit-thoracic.org.uk](mailto:abstracts@brit-thoracic.org.uk) with an attachment of the corrected abstract. The corrections must be highlighted in yellow in order for any changes to be made. There is a small window in which changes can be made however if you notice the mistake after the abstracts have been sent to print, a correction will be put through to Thorax in the following year. We stress that abstracts should be checked thoroughly before final submission.

**17. I am no longer able to present at the Winter meeting, what should I do?**

Please send an email to the [abstracts@brit-thoracic.org.uk](mailto:abstracts@brit-thoracic.org.uk) notifying them of the change of presenter. Please be reminded that an author of the abstract must present your abstract. It is not possible for abstracts to be presented virtually, whilst the conference is being held on-site.

**18. When will the Winter Meeting abstracts be published?**

Abstracts are printed in the BTS Winter Meeting Programme and Abstract book which is published as a supplement to Thorax. This is usually available on the Thorax website a few weeks prior to the Meeting.

**19. Do I maintain the copyright of my abstract once published?**

The copyright of abstracts that are published in the Thorax supplement, will rest with Thorax. BTS does not hold any permissions to the abstracts published.

**20. Do I maintain the copyright of my poster once presented?**

Yes. The copyright remains with authors. It should also be noted that presenting a poster or presentation at the meeting does not signify endorsement from BTS.

**21. How do I upload my poster/ spoken presentation?**

You will need to refer to the Winter Meeting page where you can find the guidance notes. These notes can also be found towards the end of your acceptance email.

**22. Can I receive a certificate for my presentation?**

We are unable to produce certificates for presentation. Certificates of attendance are emailed to delegates after the Meeting.

**23. Can I submit an abstract for the Summer Meeting?**

Scientific abstracts for spoken or poster sessions are not invited for the Summer Meeting. Separate guidance is given for abstract submission for the Summer Meeting in January each year.