

International Congresses of Behavioral Medicine: Guidelines for Abstract submission

PRESENTATION FORMAT FOR ORAL PAPERS, POSTERS AND SYMPOSIA

Oral Papers and Posters: Both oral presentations and posters are considered to be of major importance by the ISBM. Submitting authors have the option of choosing the oral or poster format, but the Scientific Program Committee makes the final decision based upon program needs as well as quality and number of submissions.

Instructions to submit an oral or poster presentation: After presenters have logged on to the abstract program, they should begin entry of their abstract by clicking on “ADD ABSTRACT” and then follow the prompts. Co-authors can be indicated in the co-author section. For oral presentations, in particular, the first author listed on the abstract must be the presenter or otherwise clearly specified, except in extraordinary circumstances (e.g., illness).

Symposia: A symposium is a format for presenting related papers on a single topic. The symposium may have either one chairperson or a chairperson and co-chair. This chairperson (who may or may not be one of the primary speakers or a discussant) arranges the symposium, provides a brief overview of the topic for the audience, and briefly introduces the speakers (including discussant if applicable). The discussant’s job is to summarize, integrate and/or critically comment on the presentations.

The symposium format includes the chairperson and either four speakers or three speakers and a discussant. It is an ICBM requirement that the speakers must include more than one country. It is preferable but not mandatory that they also represent more than one discipline. Symposia should be empirically-based and present either new research data or an integration of research conducted over an extended period of time. Under some circumstances one or two symposia may be accepted that contain overviews of scientific training, health policy, or issues at the interface between science and professional practice. Symposia are 1.5 hours in duration.

Symposium Chairperson Instructions: The chairperson is the lead person for the symposium submission. Symposium submissions include the following: a symposium synopsis abstract, one abstract for each primary presenter, and name and affiliation of the chair(s) and discussant if one is used.

Each chairperson should first submit the symposium synopsis abstract containing the objective(s) of the symposium and a concise description of each presentation in narrative form. The chairperson begins entry of the symposium synopsis abstract by clicking on “ADD ABSTRACT” and then follow the prompts to enter an abstract. Note that the structure of introduction, methods, results and conclusion does not apply to the symposium synopsis abstract. The chairperson is asked to create a symposium password (initials and surname followed by 3 numbers, e.g., RSmith123), and is responsible for notifying all involved presenters in the symposium of this unique symposium password. In the co-author section, the chairperson indicates the names and email addresses of the presenters, and discussant (if applicable). Here also the order in which the presenters will speak is indicated.

Symposium Presenters Instructions: Presenters (including the chairperson if he/she is also a presenter) can log on to submit an abstract as part of the symposium after they have received the unique symposium password from the chairperson. After they have logged on to the abstract program, presenters should begin entry of their abstract by clicking on “ADD ABSTRACT” and then follow the prompts to enter an abstract. All presenters must insert the unique password in the field “Password for symposium” when submitting their abstracts. The abstract for each primary speaker should follow the standard abstract submissions instructions exactly. Here the section co-authors refers to the co-authors of the specific presentation.

ABSTRACT PREPARATION

Abstracts must be submitted through the Congress Website using a Web browser (Netscape Navigator, Microsoft Internet Explorer, Opera, etc.). The abstract must be in English. It must not exceed 300 words (including spaces), including title (max. 15 words), authors, author affiliation and main text (max. 250 words). The author may use a text editing program to write the abstract such as Microsoft Word and can paste the text into the abstract text area. As the database may only process plain text, authors should not use special characters, superscripts, subscripts, italics or bold to make sure there will be no browser misinterpretations. Authors should specify Introduction, Method, Results and Conclusions in the abstract. Standard abbreviations may be used undefined, but non-standard abbreviations must be defined. Arabic numerals should be used for numbers except when beginning a sentence. The title of the paper is presented first all in capital letters. The text of the abstract should include the purpose of the study, subject sample, statement of methods, summary of results and brief conclusion. Abstracts should disclose primary findings and should not include promissory statements such as “Results will be discussed.”

All authors should proof-read the abstract for grammar and spelling. If English is not the author(s)' first language it is recommended that the author(s) have the final abstract proof-read by someone fluent in English before the abstract is submitted. Although the intent is to publish abstracts as a supplement to the International Journal of Behavioral Medicine, the Scientific Program Committee may not permit publication of some abstracts in the journal if the English text is not satisfactory. A small subcommittee of the Program Committee will scan all abstracts to see that they are suitable for inclusion in the journal.

When you submit your abstract :

After you already have entered your data you can save your abstract and submit at a later time.

If you press the button "continue" your abstract is stored and allows you to submit at a later date.

If you want to change your abstract at a later date you must go through all pages of the module (after you have logged in again) to be able to submit your abstract. After the final submission of the abstract data you are not able to make any more changes online. If you want to make changes please e-mail us at paog@umcg.nl.