Conference Abstract Submission Guidelines

Important information and conditions

- Abstracts are required for all posters. (Some abstracts may be selected by the abstract committee for oral presentation).
- The presenting author does not have to be the first author (if not the first author please indicate who is presenting the paper).
- The presenting author must register as an active participant at the conference.
- If your abstract is accepted by the committee you must register for conference within 30 days of notification of acceptance.
- Abstracts will be published in the official conference programme book, which will be available on the website and can be downloaded. By submitting an abstract you consent to giving FEND permission to publish your abstract.
- If you wish to withdraw an abstract, please contact Chairman of the FEND Abstract committee in writing, and await confirmation of your withdrawal. It is only possible to withdraw an abstract up to six weeks after notification of acceptance.
- Abstracts published elsewhere at international conferences will not be accepted.
- We advise you to be supervised for the content and structure of the abstract prior to submission.

Contents of your abstract

- The abstract word limit is max **350 words including title**. The Chairman of the FEND Abstract
- Committee reserves the right to edit abstracts that exceed the word limit.
- The title should be as brief as possible but it should indicate clearly the nature of the study.
- Write the abstract title in CAPITAL LETTERS.
- The abstract must include the following:
- Author family name(s) and initials. If any of the authors are not nurses, the name should be followed by their title.
- Your hospital/institution, town, country should be stated after names.
- The abstract text must contain headings of Background, Aim, Method, Results, Conclusion.
  - **Background**: Rationale for the study
  - **Aim**: Clearly state the purpose of the abstract
  - **Methods**: Describe your selection of observations or experimental subjects clearly
  - **Results**: Present your results in a logical sequence in text, table and illustrations. Results should be relevant with study aim and express the research questions.
  - **Conclusion**: Emphasize new and important aspects of the study.
- All abbreviations must be defined in first use.
- Statements such as "results will be discussed" or "data will be presented" cannot be accepted. Study should be completed when it is abstracted.
- Use of brand names: For all references to products or companies, generic names must be used.
- Papers containing brand names/company names in the abstract text may be rejected for this reason only.
- Projects must have an overall interest. Submitting author must indicate if the abstract refers to a project.
- Literature reviews will only be accepted if important relevant research question are addressed, and replicable method, such as meta analysis is used.
- Abstracts should be written and sent electronically in abstract form in Word (.doc) format.

Acknowledgement of receipt of submission

You should receive an acknowledgement of receipt of your submission within 48 hours. If this does not happen please send a reminder to Magdalena Annersten <magdalena.annersten@mail.com>

Review of abstract

The scientific committee will review the abstract anonymously.
The following points are taken into consideration when assessing abstract submissions.

- Which areas / focus does the abstract address?
- Assessment of the research problem/question?
- Defined Aim?
- Does the Aim support the research problem/question
- Describe the methodology. What design is used?
- Is the data analysis well described?
- Is the result clearly presented and coherent ?
- Is the conclusion well described?
- Is the title coherent with the study?
- Is the study relevant to nursing practice?
- Is the language clearly expressed?

Notification of acceptance / rejection

Notification of acceptance or rejection of the abstract will be sent to all submitting authors by 1 July.

Awards & Poster prizes:

These awards are designed to reward the considerable work that goes into preparing a poster for presentation at the conference. To be eligible for consideration you must have a paper accepted for poster presentation at the FEND conference. A panel of judges will attend the poster sessions and authors are strongly encouraged to be present at these sessions in order to answer questions concerning their work. The value of FEND Award is a free registration to next year's conference. Your accepted poster will automatically be considered for an award, provided that it has not previously been presented elsewhere.

If you have any further queries please contact:
abstract2020@fend.org