

## Abstract Submission Guidelines

**Extended Submission Deadline: May 1, 2017**

**Acceptance/Rejection Notification: from May 18, 2017**

**Abstracts sent by fax or post will not be admitted**

**Authors that wish their abstract to be published in the Annals of Nutrition and Metabolism (Ann Nutr Metab; current IF: 2.461) need to contribute with 20€.**

The Committees of the event cordially invite participants involved in Immunonutrition and related research to submit abstracts either for oral presentation or for poster presentation.

Please bear in mind that your abstract, if accepted by the committee, may be published provided at least one author is registered by June 15th. Therefore, it is essential to pay attention to correct spelling and punctuation, and to make sure all details are entered respecting the guidelines regarding format and style.

- **Titles:** In sentence case (not in capital or lower case only)
- **Authors:** without titles or degrees, one forename must be given in full, in sentence case (not in capital or lower case only)
- **Affiliation:** Name and address of department(s) and institution(s) to which the work should be attributed. In sentence case (not in capital or lower letters case only)

### A. General Rules

1. The Committee only accepts original papers that have not been published in any national or international journal or presented at other events, scientific meetings, national or international conferences.
2. The abstracts will be submitted electronically through the official event website and reviewed anonymously by the Scientific Committee in a double blind review. We recommend that you carefully follow the instructions, since only those that fully comply with the abstract submission guidelines will be considered.
3. Papers that verse about intentions for future works or that constitute mere opinions of the authors will not be admitted.
4. The final decision regarding the presentation modality (**oral or poster presentation**) is reserved to the Scientific Committee.
5. No changes on the abstract will be permitted after May 1, 2017.
6. At least one of the authors (including the main author) must be registered to the event by **May 31, 2017**. Otherwise, the abstract will be cancelled.
7. Acceptance or rejection will be notified to the authors by e-mail as of May 18, 2017. Subsequently, the main author will be informed about the day and time of the presentation. The presentation guidelines and further details will be provided either by email or by publication on the event website.
8. The result of the abstracts evaluations by the Scientific Committee shall be unappealable. The Organization will reject those abstracts that do not conform to the standards set forth.
9. All notifications will be made via web / e-mail, thus it is essential to clearly indicate a **correctly written email address** and contact number of the person who is going to present the abstract.
10. Abstract will only be admitted if written in English.
11. The submission of the abstract presupposes the full acceptance of these criteria, abstract content and format, as well as the authorization for publication in a journal, abstract book or on the event website.

### B. ABSTRACT FORMAT AND CONTENT

#### 1. The submitted abstract shall contain the following information:

##### • AUTHORS:

- Authors' names should be given without titles or degrees and one forename must be given in full.
- Name and address of department(s) and institution(s) to which the work should be attributed.
- Mailing address, email address, telephone and fax numbers of the author responsible for correspondence about the manuscript.

• **TITLE:** concise, 15 words maximum in sentence case (not in capital or lower case letters only). Please don't use abbreviations. The title of the paper should reflect the content, and may therefore differ slightly from the title of the oral presentation.

##### • CONTENTS:

The following aspects must be included:

- Abstract
- Acknowledgments
- Financial Support
- Conflict of Interest
- Authorship
- References
- Keywords: 5 keywords maximum.

#### **Abstract**

Each paper must begin with a carefully prepared, accurate, informative abstract, in one paragraph, that is complete in itself and intelligible. The abstract should start with the objective / aim of the review paper, followed by the key findings and ending in clear conclusion. It should not exceed 250 words.

You may have previously been invited to submit a speaker abstract for your presentations – please be aware that your manuscript abstract can, and may need to, be different from the manuscript abstract to reflect the scope and content of the paper.

#### **Acknowledgments**

Here you may acknowledge individuals or organisations that provided advice and/or support (non-financial). Formal financial support and funding should be listed in the following section.

#### **Financial Support**

Please provide details of the sources of financial support for all authors, including grant numbers. For example, "This work was supported by the Medical research Council (grant number XXXXXXXX)". Multiple grant numbers should be separated by a comma and space, and where research was funded by more than one agency the different agencies should be separated by a semi-colon, with "and" before the final funder. Grants held by different authors should be identified as belonging to individual authors by the authors' initials. For example, "This work was supported by the Wellcome Trust (A.B., grant numbers XXXX, YYYY), (C.D., grant number ZZZZ); the Natural Environment Research Council (E.F., grant number FFFF); and the National Institutes of Health (A.B., grant number GGGG), (E.F., grant number HHHH)".

This disclosure is particularly important in the case of authors or research supported by industry, including not only direct financial support for the study but also support in kind such as provision of medications, equipment, kits or reagents without charge or at reduced cost and provision of services such as statistical analysis. All such support should be disclosed here and if no such support was received this must be stated.

Where no specific funding has been provided for research, please provide the following statement: "This research received no specific grant from any funding agency, commercial or not-for-profit sectors."

#### **Conflict of Interest**

Conflict of interest exists when an author has interests that might inappropriately influence his or her judgement, even if that judgement is not influenced. Because of this, authors must disclose potentially conflicting interests so that others can make judgements about such effects. Please provide details of all known financial and non-financial (professional and personal) relationships with the potential to bias the work.

Where no known conflicts of interest exist, please include the following statement: "None."

For more information on what constitutes a conflict of interest, please see the ICMJE guidelines.

### Authorship

Please provide a very brief description of the contribution of each author to the research. Their roles in formulating the research question(s), designing the study, carrying it out, analysing the data and writing the article should be made plain.

### References

References should be presented in the Vancouver style. Within the text, citations should be numbered consecutively in the order in which they first appear in the text using superscript Arabic numerals in parentheses. If a reference is cited more than once the same number should be used each time. The references should be listed in numerical order at the end of the text. The name of the journal should be abbreviated.

2. Standardized abbreviations shall be used. When specific or unusual abbreviations are used, they shall appear in brackets after each complete term the first time they are used.

3. **Review carefully the work before submission. No changes can be made after the submission deadline (neither on the abstract itself, nor on the authors' names, their order or else).**

## C. ABSTRACT SUBMISSION PROCEDURE

All abstracts shall be submitted through the online form within the Scientific Area on the following website, according to the above-mentioned criteria: [www.immunonutrition-isin.org/symposium2017](http://www.immunonutrition-isin.org/symposium2017)

If you encounter any difficulties during the submission process or for further information regarding abstract submission via website, please contact the Technical Secretariat by e-mail indicating in the subject: ISIN Anniversary Madrid 2017.

**IMPORTANT:** Once you have sent your abstract via website, **check that you have received a confirmation e-mail.** If you do not receive any confirmation, please send an e-mail to: [abstracts@phase20.co.uk](mailto:abstracts@phase20.co.uk)

## D. PRESENTATION FORMAT

### ORAL:

1. Time for presentation: 8 minutes, plus 3 minutes for comments and discussion.
2. Presentation: Windows PowerPoint Projection. The use of the official templates for oral presentations is mandatory. It can be downloaded from the Scientific Area on the Event Website.
3. Material: USB Memory Stick. The presentation must be submitted to the designated area (which shall be detailed in the Event Program) at least 2 hours before the presentation. The use of personal notebooks for the presentation is not permitted.

### POSTER:

1. Presentation time: 5 minutes, plus 2 minutes for comments and discussion.
2. Once the poster has been accepted by the Scientific Committee, the poster template will be available for download on the event website. Further information will be provided to the main author.