Irish Gerontological Society

65th Annual and Scientific Meeting 2017

Changing Perspectives in Gerontology – the Next 65 Years

Thursday (evening) 28th, Friday 29th & Saturday 30th September 2017
Clayton Whites Hotel, Wexford, Ireland

IGS Abstract Submission Instructions (2017)

Please note that these submission instructions have been updated (2017)

Information you will need to complete the online submission forms is included in these instructions. You are reminded to have this document to hand while making your online submission.

GENERAL INFORMATION

- Deadline for receipt of submissions is midnight Friday 19th May 2017. Abstracts cannot be accepted after the deadline.

- Abstracts will be sent for peer review on Monday 22nd May 2017.

- Accepted abstracts will be published online as a supplement to the ***Age and Ageing*** journal which is published by Oxford University Press.

- Submitting authors are responsible for the accuracy of their completed submission(s). Please double-check your content, layout and spelling, before you finish your submission. No errors can be corrected by third parties, however, authors may edit their abstracts online until the submission deadline.

- Presenters of accepted abstracts are required to register, and pay the prevailing rate, to attend the Meeting.

- Authors should submit **no more than two** abstracts where they are named as the primary author. Only one abstract per presenting author will be accepted for platform presentation. There is no limit on the number of submissions in which someone can be named as a co-author.

- The abstract must not have been published elsewhere in abstract or other form. Authorship should be on the basis of internationally accepted criteria and the presenting author should inform any co-authors of both submission of abstract and eventual acceptance.

- Details of abstracts submitted to previous IGS scientific meetings are available on the IGS Database of Abstracts in Gerontology at www.irishgerontology.com

- An undergraduate student or student in a graduate entry programme, who is the primary author, may choose to enter their abstract for the Dr. John Fleetwood Undergraduate Medal. This option is available at stage 3 of the submission process. For further information please see *Appendix (i)*.

- If you are making more than one submission, you can use the same email address and password for each submission. **Please use an email address that you check frequently and include a current telephone number.** These will be used for correspondence regarding your abstract(s). Please reply promptly by return email, **quoting your abstract reference number <u>and</u> title**, to any correspondence that you receive from us.

- The first time you visit the submission system, you will be required to register your details. Thereafter, you may log into the system using your email address and password.

- The link to the online submission system is on the event website.

PREPARING YOUR ABSTRACT

- **Your abstract will appear in the programme and abstracts book exactly as you submitted it. Please, therefore, ensure that you are satisfied with your final content, formatting and spelling.**

- Abstracts are required for all submissions and must be submitted on the online submission system using the template provided.

- You may find it useful to prepare your abstract in advance on a word processing system so that you can copy and paste your text.

- Please use **Arial font** in size **10** pitch for all text copied from word processed documents. Text should be single spaced.

- Titles are limited to a total of **20 words**. The title should reflect the content of your abstract and be as brief as possible, but long enough to indicate clearly the nature of the study. Capitalise the first letter of each word. No full stop at the end.

  Titles must be in title case format:

  Correct - Advance Directives: Research Results

  Incorrect - Advance directives: research results

- Please note that because of web browser limitations some scientific symbols from copied text may not paste correctly into the form. Please check them. You may have to correct them by writing the name of the symbol in full, for example "beta" instead of β. When using abbreviations, please spell out full name on first use.

- **Word limit:** Your abstract text should contain a **maximum** of 300 words (excluding title of 20 words maximum, and authors' details). No tables, boxes, columns or diagrams are allowed. No indented or hanging paragraphs please.

- Each abstract should be divided into these four brief and clear paragraphs:

  Background: Clearly state the purpose of the abstract and include a brief background statement. You should keep this section brief to maximum two or three sentences.

  Methods: State the study design involved – **Quantitative**: randomised control trial, retrospective analysis etc. **Qualitative:** interviews, focus groups, etc. Boxes, tables or diagrams must not be included.

  Results: This is the most important part of the abstract and must contain the main findings that the proposed presentation will be based around. Ensure that all data is correct at time of submission as no amendments will be allowed after 19th May 2017. "Results to be presented at the meeting" is not acceptable.

  Conclusions: Keep this section succinct and specific to the findings of the study. Emphasise any new and important aspects of the study and conclusions that are drawn from them.

  Please use the exact headings outlined above (i.e. do not use Introduction, Methodology, Findings, Discussion etc.)

  To be accepted for presentation, abstracts of presentations that seek to frame theoretical questions or advance understanding of the application of the arts, social sciences and humanities, should summarise major conclusions.

  Abstracts based on empirical research projects must report actual results, not promised results.

- **References:** You are allowed a maximum of two references **within** the abstract text 300 word-count. Please ensure that all authors are credited and that their names are spelled correctly.

- **Submitting Authors and Co-Authors**: The names of **all** authors of the work must be included by the submitting author. The submitting author will be required to confirm that all co-authors have been advised of the submission, and that the submission text has been approved by all authors. Correspondence from IGS to the authors will be made via the submitting author. It is the submitting author's responsibility to update the co-authors.

  Please ensure that the spelling of each author's name is correct. Please do not abbreviate names without the author's approval (e.g. Cathy or Kate for *Catherine*).

  Where there are co-authors, please nominate a backup author who may present your abstract in the event of the nominated presenter becoming unavailable. This will be requested at the end of stage four of the submission process.

- **Affiliations**: You will be required to list the institutions and organisations with which your authors are affiliated. **Please use the correct official title** (e.g. Mater Misericordiae University Hospital *not* 'The Mater' or 'Mater Hospital'. National University of Galway Ireland *not* 'Galway University').

- **Streams**: You will be required to choose a stream which best describes your submission. The options are:

  "Health Sciences/ Geriatric Medicine", "Behavioural and Social Sciences", "Biology of Ageing"

- **Category:** You will be required to choose a theme which reflects your submission. The options are: *Autonomy; Bone Health/Falls/Fractures; Changing Perspectives in Gerontology; Clinical Quality; Community Based Programmes; Cognition/Dementia/Memory; Economics of Ageing; Education and Training; Frailty and Delirium; Gerontechnology, Palliative Care and End of Life; Rehabilitation; Social Gerontology; Social Inclusion and Policy; Public and patient involvement, Stroke and Neurology; Medication; Other*

- A "blind" selection process will be used. No identifying features such as names of universities, colleges, hospitals, medical schools, clinics or cities may be listed in the title or text of the abstract. Do not include the names of authors in the title or text of the abstract. The names of authors and their affiliations (institutions) will be submitted separately on-line when you submit the abstract.

- All successful abstracts will be printed in the Meeting Programme and Book of Abstracts. This will be an online, free-to view, supplement of *Age*

and Ageing journal. They will also be included in the Irish Gerontological Society's *Database of Abstracts in Gerontology*.

- All delegates at the IGS Annual & Scientific Meeting are required to register on line and pay the attendance fee. This includes all abstract presenters and authors.

ABSTRACT SUBMISSION PROCESS

1. **To make a submission, you must first register on the system.**

2. **To register on the submission system:** click on the submission system link on the event website. Then click on the link that says '*Click here to submit a new abstract*'. Enter the required details on the form. When you have completed this step, you will receive an email confirming that you have registered with the system and including your system username and password.

3. **To submit your abstract:** Click on the submission system link on the event website. Enter your email address and the password you chose when you registered with the system.

4. When you click the "**log in**" button you will be taken to a screen from which the submission process starts. Follow the on-screen instructions. If you have not yet submitted an abstract to the system, you should click the link that says 'Click here to submit a new abstract'.

5. Submitting an abstract is a 4-step process. Each step asks several questions. Please pay special attention to 'required' fields.

6. At Step 4: once you have completed this step, click the 'Finish' button. If you do not click the 'Finish' button before you return to the previous pages, the information you have filled in at step 4 will not be saved.

7. If you have answered all the mandatory questions then your abstract will be assigned a reference number and you will receive email confirmation. The final screen will include a summary of your submission **which you may print**. Use the **Back** key at the bottom of this screen to make changes to the current submission. Use the **Next** key if you wish to submit another abstract. This will bring you back to the start of the submission process. If you have not answered all the mandatory questions your abstract will be held in temporary storage until you return later and complete all the questions.

8. You may log in later to edit your submission – up to the deadline date of **midnight Friday 19th May 2017.**

9. Changes to abstracts cannot be accepted after the submission deadline.

10. Abstracts submitted after the deadline date will not be considered.

TO EDIT A SUBMISSION BEFORE THE DEADLINE DATE

You may wish to complete or change your answers to some of the questions in your submission. You will be able to change your submission up to midnight on Friday 19th May 2017.

1. Log in to the submission system via the event website, as before.

2. You will see a list of your submissions. Click on submission that you wish to change.

3. The process of amending a submission is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously.

4. When you reach the final step and press "Finish" you will be sent an email confirming that your submission has been amended – provided you have answered all the mandatory questions.

TO WITHDRAW A SUBMISSION

If you need to withdraw a submission please contact abstracts@irishgerontology.com immediately.

Please remember to quote the reference number **and** title of your abstract in any correspondence with us.

REVIEW AND MARKING OF ABSTRACTS

- Abstracts will be sent for independent review on Monday 22nd May.

- The abstracts will be assessed using the following four criteria:

  Quality and Accuracy of Writing

  Originality of Ideas and Methods

  Appropriate Methods and Interpretation of Findings

  Research is New and of Significant and Gerontological Importance

  The criteria will be scored as follows:

  5 – Excellent
  4 – Good
  3 – Average
  2 – Poor
  1 – Very Poor
  0 – Reject

- Abstracts with a score of less than 10 will not be accepted for presentation at the IGS Scientific Meeting. Where an abstract scores less than 10, the reviewer is required to include a short narrative feedback for the author(s). This feedback, and the abstract score, will be shared with the submitting author anonymously.

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Appendix (i)

Dr. John Fleetwood Student Medal

At the time of submission of this abstract, if you are an undergraduate student or a student in a graduate entry programme and are the primary author, you may like to enter your submission for the IGS student award.

A student for IGS meetings is defined as a person registered in a full time undergraduate or in a graduate entry programme. Graduate entry programme students are those undertaking an accelerated degree e.g. in medicine, allied health discipline or another recognised graduate programme.

You are classed as a student for IGS meetings if at the time of submission of your abstract on 19th May 2017 you were enrolled in an undergraduate or graduate entry programme or you currently still are for the coming academic year.

Please note: If you are undertaking a MD, MSc, PhD, diploma or any further education you are *not* classed as a student for the purpose of IGS meetings.

Student identification will be required at time of registration.

If you are unsure whether you meet the IGS student criteria please contact secretary@irishgerontology.com for verification.