66th Annual and Scientific Meeting 2018

Transforming Ageing Across Borders

Thursday (evening) 27th, Friday 28th & Saturday 29th September 2018
Slieve Russell Hotel, Cavan, Ireland

IGS Abstract Submission Instructions 2018

The Oxford Abstract system has been updated this year therefore please ensure extra time is allowed for submission. Follow instructions carefully as failure to do so may result in work not accepted.

IMPORTANT DATES

• Deadline for submissions is midnight Tuesday 1st May 2018.
• Abstracts will be sent for peer review on Monday 7th May 2018
• Authors will be advised by Thursday 31st May 2018

INSTRUCTIONS FOR SUBMITTING AUTHORS

• Abstracts must be submitted via the Oxford Abstracts (OA) system
• Visit www.irishgerontology.com and select 66th IGS ASM
• IGS is not responsible for editing of abstracts pre and post abstract deadline
• The use of the word “elderly” is prohibited by Age and Ageing in the title and body of abstract. Inclusion of this word will result in automatic rejection of work
• Inclusion of a primary email address and contact phone number is mandatory
• Include abstract reference number and title in all correspondence to IGS
• Title – maximum 20 words and body of text maximum 300 words
• Abstracts are divided into four inbuilt headings - Background, Method, Results and Conclusion. Do not include additional subheadings.
• A maximum of two references can be included as part of the 300 word count
• No tables, boxes, columns, diagrams or appendices should be included
• Accepted abstracts will be published online as a supplement to the Age and Ageing journal which is published by Oxford University Press
• Authors may edit their abstracts online until the submission deadline 1st May.
• 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.
• One abstract per presenting author will be accepted for platform presentation.
• Student submission, withdrawal of an abstract, further instruction, editing and marking can be found on the IGS website under 66th IGS ASM
• Any queries should be directed to secretary@irishgerontology.com
Submitting your abstract – instructions for electronic submission

After registering this will appear on screen:

Click on new submission after which this will appear

Use the form below to make a new submission.

Alternatively you can Amend A Previous Submission

Many thanks for submitting your abstract to the Irish Gerontological Society 66th Annual and Scientific Meeting. Please follow the instructions carefully as failure to do so may result in your abstract not being accepted. You may edit your abstract up to midnight Tuesday 1st May after which no edits can be made by authors. IGSS is not responsible for editing abstracts.

Peer review: 7th May
Accepted abstracts: authors will be advised week 28th May

Should you have any queries please contact me on 086 8654 274 or secretary@irishgerontology.com.

Best wishes
Elaine O'Connor
Hon. Secretary Irish Gerontological Society

* - indicates field is mandatory

Remain on this page and begin the abstract for:

Title
Background
Methods
Results
Conclusion
Once the abstract has been completed, continue with the following:

Author Approval *

☐ I confirm that all authors of this abstract have been advised of this submission, have been listed as co-authors, and the submission text has been approved by all authors.

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.

Authors and Affiliations

You must enter the names of all authors here - including yourself if you are an author - in the order in which you wish them to appear in the printed text. Names omitted here will not be printed in the author index or the final program.

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

Please list the universities or institutions with which the authors are affiliated. Please use the correct official title of all institutions or organizations listed (e.g. Mater Misericordiae University Hospital not Mater Hospital, National University of Galway Ireland not Galway University).

Author 1

First Name (Required)  Last Name (Required)  Presenting

Author 1 Affiliations

Affiliation 1

Institution (Required)  City (Required)  Country (Required)

+ Add Another Affiliation

Add Another Author
Alternate presenter

Where there are co-authors, please give the name and contact details of a backup co-author who may present your abstract in the event of the submitting author becoming unavailable unexpectedly.

Stream *

Please choose a stream which best describes your submission

Categories *

Please choose a subject category which best describes your submission
Presentation *

Please choose your preferred means of presentation however please note that first preference is not guaranteed

Choose here

Permission to publish *

☐ Please check this box to confirm your permission to print your abstract in the Meeting Programme and Book of Abstracts, and to include it in the Irish Gerontological Society's Database of Abstracts in Gerontology.

Prior publication *

☐ Please check this box to confirm that your submission has not been published elsewhere in abstract or other form.

Conflict *

Do the author(s) have any commercial interests or associations that might pose a conflict of interest regarding this submission?

Choose here

Conflict details

If you answered yes to the previous question, please give details:

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Finally if you are a student in an undergraduate or graduate entry programme as outlined below and wish to be considered for the John Fleetwood Award please indicate at this stage

John Fleetwood IGS Student Award

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 are eligible for the John Fleetwood Award. If you wish to be considered for the award please tick the box. 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.

At the end of the page click on submit

Submit

Contact us if you have a problem or wish to withdraw a submission:

secretary@irishgerontology.com

You can call us on 0868654274

You will automatically receive an email upon submitting your abstract that can be edited up to midnight Tuesday 1st May. IGS is not responsible for editing after this date.
Additional Information

- Text should be single spaced
- Titles: maximum of 20 words. 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

- Symbols used must be written in full, for example “beta” instead of β.
- Abbreviations must be spelled out in full name on first use.

- Abstract: Word limit: The abstract text should contain a maximum of 300 words (excluding title of 20 words maximum, and authors’ details). The OA system will not accept anything over this limit. Exceeding the word count will appear as a prompt highlighted in red as below. This will also happen for the word count. Submitting with a word count above what is allowed will appear as incomplete on screen after submitting.

In the event of an incomplete abstract an email will be sent directly highlighting this. The above is an example of where an incomplete abstract may occur. Other examples include omission of information for example see below however you will be prompted by Oxford Abstracts.
advising you that the abstract is incomplete for areas outside of the word count:

Stream *

**Please choose a stream which best describes your submission**

Choose here

Abstracts are divided into four headings which are inbuilt into the system:

**Background:** Clearly state the purpose of the abstract and include a brief background statement.

**Methods:** State the study design involved – Quantitative: randomised control trial, retrospective analysis etc. Qualitative: interviews, focus groups, etc.

**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 1st May 2018. “Results to be presented at the meeting” is not acceptable and will be rejected.

**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.

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.

• **References:** A maximum of two references within the abstract text 300 word-count. Ensure that all authors are credited and that their names are spelled correctly.

• **Submitting Authors and Co-Authors:** 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.

**Co-authors:** Please nominate a backup author who may present the abstract in the event of the nominated presenter becoming unavailable. This can be completed when submitting your abstract.
• **Affiliations:** 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:** Choose a stream which best describes the submission.
• **Category:** Choose a theme which reflects the submission.
• 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 email address of the submitter of the abstract will be the default email address for all correspondence from IGS. This cannot be changed to an alternative email following submission.
- **Spelling:** There is no inbuilt spell check, it is the responsibility of the author to ensure that all spellings are accurate.
- 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](http://www.irishgerontology.com)

**STUDENT SUBMISSIONS**

- To be considered a student, a person must be registered as an undergraduate student or a student in a graduate entry programme at the time of submission 1st May 2018. A student, who is the primary author, may choose to enter their abstract for the Dr. John Fleetwood Medal. Graduate entry programme students are those undertaking an accelerated degree e.g. in medicine, allied health discipline or another recognised graduate programme.
- 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.

**TO EDIT A SUBMISSION BEFORE THE DEADLINE DATE**

Editing of an abstract may be completed up to midnight Tuesday 1st May 2108 after which no editing can be done by the author. IGS is not responsible for the editing of abstracts.

1. Log in to the submission system via the event website, as before.
2. You will see a list of your submissions. Click on amend for the 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 “Submit” you will be sent an email confirming that your submission has been amended – provided you have answered all the mandatory questions.

5. In the email you will be sent a link which outlines what the abstract will look like in an abstract book if accepted. **It is the responsibility of the author to continue to make any edits up to midnight Tuesday 1st May 2018.**

TO WITHDRAW A SUBMISSION

Please contact secretary@irishgeronology.com immediately.

The latest date for withdrawal of an abstract is Friday 17th August 2018.

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 7th 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 are scored out of 20 and 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.