



## Canadian Neurological Sciences Federation Detailed Instructions for Submitting Abstracts 52<sup>nd</sup> Congress | Victoria, BC | June 20 - 23, 2017

### Detailed Instructions for Submitting Abstracts Instructions for Online Abstract Submissions

Authors are invited to submit an abstract on-line, on or before January 15, 2017.

- We recommend you prepare your abstract in advance, but you may compose and edit on site as well.
- Please have full contact information for the submitting and all potential presenting authors.
- You will be asked to select a subject category from the abstract subject categories list on page 4. Please carefully select the subject which best matches your abstract. Poor or inappropriate category selection may result in the rejection of the submission.
- You will be also asked to select your preferred presentation format, (platform, e-poster). Additional details on page 5. The type of presentation awarded is at the discretion of the Scientific Program Review Committee. The number of platform presentations is limited, so authors requesting a platform will be considered for a e-poster if not selected for a platform.
- On completion of your submission you will receive a confirmation by email. If you do not receive an email within 30 minutes, please contact [cnsf@scolars.com](mailto:cnsf@scolars.com).
- Authors may submit multiple abstracts. Primary authors are limited to 5 submissions and contributing authors may be recognized on no more than 10 submissions.

Acceptance notices will be sent by e-mail, and are expected to be sent in early March. If you have not received a notice by March 15, 2017 please contact [cnsf@scolars.com](mailto:cnsf@scolars.com).

You must be registered for the 2017 Congress by April 30<sup>th</sup> or your platform presentation or poster will be removed.

### ABSTRACT SUBMISSION GUIDELINES

Each abstract should consist of four sub-headed paragraphs: Background, Methods, Results, and Conclusions., unless the abstract is descriptive, such as a case study or education submission.

Each abstract should:

- Briefly and concisely, describe the problem or issue being addressed
- Describe how the study was performed, the salient results or findings
- Indicate what the authors conclude from these results.
- The title should be in lower case letters except for the first word and abbreviations.
- Spell out all unusual abbreviations in full.

Research presented in abstracts must conform to MRC guidelines for experimental procedures. All investigations involving humans and animals reported in Federation's publications must have been conducted in conformity with these principles.

Abstracts must be submitted in English, and should be no more than 200 words (not including title and authors).

Tables are permitted if required, but each data table will count as 50 words against the 200-word total. The deadline for abstract submission is January 15, 2017 (5:00 pm PST). The results of the peer review



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are expected to be available about March 1, 2017. The submitting author will be notified of the review results by email. Subsequent correspondence will be with the presenting author(s). If you have not received a notice by March 15, please check the status of your abstract by logging back into the abstract site, and check your abstract details.

### **Submit Your Abstract**

Submit your abstract online at <http://www.cnsfabstracts.ca>

Please note that you must use a use an up to date browser (Those using Internet Explorer, 9 or older may experience unusual behavior, and are urged to consider an alternate browser. We recommend switching to Chrome or Firefox if possible). The site uses cookies and pop-ups, so you must have cookies enabled, and pop-ups unblocked.

### **Log-In & Contact Information**

Once at the site, log-in as a new user, unless you have already submitted an abstract to this Congress. If you have forgotten your password, use the retrieve password link to request the system send it to you. Make a note of your password, as you will need them to log back in if you wish to submit a new abstract, or edit an existing one. Press the "Save" button, and proceed to the next screen. Enter in your contact information as required. The Affiliation and address requested are for your mailing address. Additional affiliations may be added later in the process, when submitting your abstract. If a member of the CNSF you will be asked to identify which Society you most closely identify with. If you are not a member of the CNSF please select Not Applicable. Press the save button when done.

### **Main Menu**

After logging in or creating a new user account, you will be at the main Menu.

To submit a new abstract press the "New Abstract" button.

If you have already submitted abstracts, you may view your abstracts by pressing the "My Abstracts" button. Click on the New Abstract button to proceed.

### **Conflict of Interest Declaration**

If this is the first abstract you are submitting, the system will present the new Conflict of Interest Form. You must complete the Conflict of Interest Declaration Form before you can submit an abstract, but once it has been completed you may submit multiple abstracts. If you wish to edit your declaration select the Conflict Statement button from the mail menu. On the declaration you will be asked to identify if you:

- Are a member of an Advisory Board
- Are a member of a Speakers Bureau
- Received payment from a commercial organization
- Received grants or honoraria
- Hold a patent for a product referred to in the CME/CPD program
- Hold investments in a pharmaceutical organization, medical devices company or communications firm
- Are currently participating in or have participated in a clinical trial within the past two years
- Have other affiliations which may be perceived as a conflict of interest by readers of your abstract
- Plan to discuss the "off-Label" Use of Medical Devices, Products, or Pharmaceuticals

### **Authorization to Publish**

At the next screen you are asked to give your permission for the Congress to publish your abstract. All



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accepted abstracts will be published in the *Canadian Journal of Neurological Sciences*.

### **Add Authors**

At the next screen you add authors and affiliations to the abstract.

If you are an author of this abstract then the first thing is to add yourself as an author. Click on the “Add Me As Author” link on the top left of the screen. Your name will then appear in the list of authors, and your Institutional Affiliation will appear in the list of associated affiliations. If you are also a presenter of this abstract, change the presenter pull-down from No to Yes, and press Update.

If you are not an author of this abstract, or have already added yourself as an author, you may add authors to the list by clicking on “Add Author” on the top right of the screen. Enter the order for this author, indicate if they are presenting, and then complete the other fields.

Use the pull-down to indicate the Institutional Affiliation of this author. If their affiliation is not in the list select “Add Affiliation” and enter the required information, and then press Save. The new affiliation will be entered for the new author, then press Save again to complete.

Repeat this process until the list of authors and affiliations is complete. Use the pull-downs in the author list to adjust the author order and affiliation numbers for each author. You may assign a maximum of 3 affiliations per author.

If you have already submitted an abstract, the authors from that abstract will appear in the pull down list. If one of those is an author of this abstract as well, simply choose them from the pull down list, check the information, and then press the “Save” button.

Please provide the email address for all authors is at all possible, if that author will not be presenting the abstract. It helps organizers with communication, and assists in identifying when compiling the author index. If you don't know an author's email address, enter “nil” in the email field.

Once all of the co-authors have been entered, check that the order and presentation details are correct, and then Press Continue to go to the next step, where you will enter the rest of the abstract.

### **Presentation Format**

Please indicate whether you prefer a Poster or a Platform Presentation. Note all posters are presented as e-posters.

### **Category and Topic**

You will be asked to choose a Category and topic, which best matches your abstract.

(Not all Categories are divided into subjects).

The choices are:

#### **General Categories**

- General Neurosurgery
- Pediatric Neurosurgery
- General Neurology
- General Pediatric Neurology

#### **Multidisciplinary Categories**

- Stroke
- Epilepsy
- Neurovascular and neurointerventional
- Neurotrauma
- Neurocritical care



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- Neuro-oncology

#### **Neurosurgical subspecialties**

- Spine and Peripheral Nerve surgery
- Functional Neurosurgery and Pain

#### **Neurology and Child Neurology subspecialties**

- Neuromuscular Disease
- Movement Disorders
- Headache
- Dementia and cognitive disorders
- MS / Neuroinflammatory disease
- Sleep

#### **Neurophysiology subspecialties**

- EMG
- EEG
- Neuroimaging

#### **Other**

- Neuroscience education
- Ethical, legal, societal, historical aspects of neuroscience
- Advocacy, research networks, knowledge translation

Select your choice from the pull down menus.

#### ***Title of the Abstract***

Enter the title of your Abstract. Please use lower case letters for your title, except for the first word and abbreviations. DO NOT USE ALL CAPITALS. The maximum number of characters allowed in a title is 140. If you exceed this number the character counter will turn from grey to red, and you will not be able to save your abstract.

#### ***Input Body of your Abstract***

Copy and paste the body (text) of your abstract into the four input box provided, following the following the labels above each box. Do not include the title or authors, as you have already entered these. Do not include the four required subheads (Background, Methods, Results, Conclusions) as the system will automatically include these for you. If your abstract does not fit into the four required subheads, for example a case report, you may place your entire abstract in the Background section, and then type N/A in the other three boxes.

#### ***Character Formatting & Symbols***

Character formatting such as bold, italic, underline, superscripts, subscripts, bulleted list and numbered lists should copy and paste into the form correctly. If not use the formatting buttons to correct. If symbols or Greek letters do not appear correctly please use the special character button (Ω) to correct them.

#### ***Word Count***

Your abstract should not exceed 200 words, not counting title, authors and subheads. Your current word count will be displayed below each input box, and the total word count below the last box. If you exceed



the limit the counter will turn red, and you will not be able to submit your abstract. Please edit the abstract until it is below the limit. The word limit on the site is actually set at 205 words to allow for differences in word count algorithms. **Note that tables count as 50 words against that limit.**

#### **Add a Table**

To add a data table, click on the empty table icon at the bottom of the page. This will bring up the table entry box. There are two ways to enter a table into this box.

- A. Copy from Word. If you have created your table in MS Word, select the table (make sure you have selected the entire table) and paste it into the box. The table should appear in the input box much as it was in MS Word. The only attributed which will not be preserved are the cell alignments – this will all revert to left aligned after the paste. You should use the alignment buttons in the tool bar to adjust cell alignments. For advanced cell property features, right mouse click on a cell and select Cell and then Cell Properties.
- B. You can create a new table from scratch. To do so click on the Table button at the left end of the toolbar. Enter the number of rows and columns, and then click OK. A blank table will then appear in the input box. Enter your data as required, and use the tool bar to adjust cell alignment and character formatting as desired. For advanced cell property features, right mouse click on a cell and select Cell and then Cell Properties.

#### **Previously presented**

If this material has been presented or published previously, please provide details, date, venue, presentation type, Journal if published.

#### **Save the Abstract**

Once all information has been entered, press save. This will save all of your work in the database.

#### **Submit For Review**

The next screen you will see is the Summary screen, where all of your abstract will be displayed. If you wish to edit any of the information, use the buttons at the bottom of the screen to edit that component. If all is correct and complete, select Submit for Review to finalize your submission. If you do not wish to finalize then select Keep as Draft to save all input, but not finalize. If you do save as draft you must return to the site and submit the abstract for review before the close of submission.

#### **Abstract Editable until Close**

All abstracts are editable until the close of submission, even those submitted for review. After the close of submissions abstracts are not editable.

#### **After Submission**

After your abstract has been submitted, you will be taken back to your list of abstract. If you wish to enter a new abstract button. To edit your current abstract click on the abstract ID. If you are finished, you may close your browser.

You should receive a confirmation email from the server a few minutes after you submit for review. If you do not receive the confirmation:

1. Please check your spam folder, to see if the email has been filtered out. If so, please add the email address to your approved list, so that future emails are not filtered out.
2. Log back in and check the email address, as the next most common problem is an incorrect email address. View your abstract: if you can see your abstract it has been submitted correctly. If you want another confirmation, edit the body of your abstract, and submit the change – the server will send you another confirmation.

### **Technical Support**

Please email any question(s) to [cnsf@scolars.com](mailto:cnsf@scolars.com).