

# GRECMIP Guidelines for submission

## Submission, Deadline

- Abstracts have to be submitted exclusively online.
- Deadline for submission is **November, 30<sup>th</sup>, 2018 23:59:59 CET**.
- Posters are equally submitted as abstracts.
- Alterations and corrections may be executed previous to the deadline.
- Abstracts will not be accepted after the deadline, neither by e-mail nor any other means of written communication.

## Language, Size, Content

- The language of submission and presentation is English. If the abstract is accepted for podium presentation, all presenters must speak in English, and be prepared to answer questions from the audience in English.
- The abstract is limited to 3,000 characters (approx. 400 words).
- The title should be short and significant. The text must be orthographically suitable for publishing.
- The following structure of the abstract is mandatory: Objectives, methods, results and conclusions.
- The abstract must be text only, no images, graphics or tables.
- Concerning the methods it has to be clear if the study is prospective or retrospective. Statistical procedures have to be specified.
- The setup of experimental studies has to be documented.
- The abstract has to contain all relevant data and figures. Abbreviations must be defined at first usage.
- The number of papers submitted by the same author is limited to 10.
- The number of authors per abstract is limited to 8. The presenter must be listed first.

## Conditions, Requirements

- It is prohibited to include any company or product names in the abstract title, abstract text or keywords. Non-observance automatically results in the refusal of the abstract. A re-submission is not possible.
- The presenter is responsible for the compliance with data protection, copyrights, ethic regulations and laws on animal protection.
- To assure the anonymous review it is not allowed to mention any names or locations in the paper.
- Results that have already been published or lectured elsewhere cannot be submitted.
- Authors' fees or royalties cannot be claimed.
- All listed authors have to consent to the abstract text as well as to their publication in all congress media.
- Conflicts of interest through commercial benefits have to be disclosed.

## **Review, Registration**

- All submitted abstracts will be reviewed anonymously by three experts.
- Evaluation criteria are: scientific Merit (hypothesis, relevance, material and methodology, results and conclusions), originality of project, clinical usefulness, level of interest (minimally invasive surgery)
- Abstracts that show formal errors (multi-submission, not anonymized, already published) will be rejected.
- Email notifications about acceptance or refusal will be sent to the presenting author subsequent to the reviewing process.