

## Abstract Submission Guidelines and Criteria

1. Abstracts should be original research. Broadly, this could also include an audit, a case report, or a description of a new innovation in health services delivery or education; however the onus is on the author to demonstrate in their abstract the significance of any work offered for this Conference.
2. Your abstract must be submitted by the closing date, online in word format, using the abstract portal and abstract template.
3. Maximum word count = 300 words **excluding** references.
4. Abstracts should be in Arial, 11-point font.
5. Abstracts are to be **blind**. Do not include authors names / affiliations or addresses. Including this information may result in the abstract being rejected.
6. The abstract should be in the form of bolded structured headings (with blank line spaces between each section) as follows: **Title, Aims, Methods, Results, Conclusions**. Subheadings may be used but should not be given separate paragraphs. For audit submissions the following headings are appropriate: Problem, Design/Methods, Practice Change, Evaluation, Conclusions. Ideally the audit loop has been completed.
7. Do not use macros or photographs within your abstract.
8. Tables may be included with abstracts and must be cited in the abstract text. The abstracts themselves must be in text, not table format.
9. Abbreviations may be used but must be spelt out in full at the first mention, followed by the abbreviation in parentheses.
10. All numerical data and statistical analysis (as appropriate) should be presented in the text of the abstract.
11. For abstract reviewers to be able to evaluate the contribution of the work outlined in your abstract, it should ideally report on completed work, or at a minimum have some pilot data. Statements such as “findings will be discussed” or “data will be presented” are not appropriate, and will probably result in return or rejection of the abstract.
12. Multiple abstracts from the same overall study are welcome but need to be **sufficiently different** to justify multiple oral presentations.
13. It is unlikely that case reports will be accepted unless there are clear lessons to be learned. Literature Reviews may be accepted if it is a rigorous systematic review, i.e. there is a clear description of the literature search methods, criteria for inclusion and exclusion of articles and evidence of critical appraisal of the literature.
14. All accepted abstract submissions will be published on the conference website and the HITH Society Australasia website unless specific exclusion is requested (e.g. due to submission for publication elsewhere). The abstract submitted for review will be the final version for publication therefore a minimum standard is required. Please ensure:
  - Submitted abstracts follow the rules for formatting, including word length and font and to ensure they are not rejected. Please refer to the Abstract Template which can be downloaded from the website as a guideline for your submission.
  - Abstract content that is unclear or confusing will be rejected. Members of the HITH Society Australasia who are the first time presenters can request assistance to write an abstract. Contact the Conference Secretariat at [conference@hithsociety.org.au](mailto:conference@hithsociety.org.au)
  - Abstracts which give very little or no data will be rejected.



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15. Judging: Abstracts submitted for oral presentation will be allocated to themed sessions with priority given to abstracts that score highly on review. If there are insufficient places for oral presentations, authors may be offered the opportunity to present their work as a poster presentation.

Abstracts will be judged on the following criteria:

- Relevance to HITH
- Originality of the research / project
- Clarity of abstract
- Potential impact of the findings to the audience
- Does the results section include data
- Does the abstract conform to the abstract guidelines

16. Presenters of accepted abstracts (oral and poster) are required to register and pay the Conference registration fee.

17. Authors will be notified of the results by **9 August 2019**.

For further information, please visit the HITH website at <http://hithsocietyconference.com.au/> or contact the Conference Secretariat via e-mail at [conference@hithsociety.org.au](mailto:conference@hithsociety.org.au)

### Guidelines for Oral Presentation

In your presentation keep the introduction or background brief so that the majority of your talk can concentrate on the intervention and outcomes. It is recommended that introductions include reasons as to why the study being presented was undertaken, especially when/if it is similar to previous studies undertaken.

If you have any questions or difficulty submitting your abstract online, please contact:

#### **HITH 2019 Conference Secretariat**

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