



## ABSTRACT SUBMISSION GUIDELINES

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### Online Abstract Submission

Abstract submission is online at [www.cosa2018.org](http://www.cosa2018.org)

You are able to cut and paste your abstract from a Word document, into the online submission system. The link used for submission will first ask you to load your personal details on your “registration dashboard”. This is the same site for registration and accommodation if required, and is an enduring page that will last for future COSA meetings. If you registered for previous COSA ASMs &/or submitted an abstract, your details should still be in the system and can be updated if necessary.

You should keep all emails sent to you regarding your abstract submission. Once you begin your abstract submission, a number of specific background questions will be asked. The reviewers can see your answer to these questions. Once you have made your submission, you can return and edit it up until the closing date for submissions.

1. Abstract submissions close:

**Friday 10 August 2018 – Abstract submissions**

**Friday 6 July 2018 – Symposium submissions** (*Please refer to the Symposium Submission Guidelines for additional information*)

2. Abstracts are invited to be submitted under one of the following categories:

- Basic and Translational Research
- Clinical Research
- Education
- Epidemiology
- Health Services
- Supportive Care \*
- Gastro-intestinal cancers (conference theme)
- Mesothelioma (conference theme)
- Service Provision (poster only) \*\*
- Trials in Progress (poster only) \*\*

*\* Supportive Care is a highly subscribed category. Submitters should consider the suitability of this category when submitting an abstract, as the potential for being awarded a presentation in the Supportive Care category is reduced.*

*\*\* These abstract categories are for non-scientific abstracts. They do not need to follow the normal abstract format and are only considered for posters.*

3. Maximum text length allowed is 300 words in length including sub-headings. To assist your preparation, abstracts may be structured under the sub-headings Aims, Methods, Results, Conclusions. The sub-headings must be concise, with only the first word starting with a capital letter.

4. Reports of completed studies are preferred, and will be given preference in selecting oral presentations, especially over abstracts which do not report results but indicate that they will be reported at the meeting or mere descriptions of trial methodology. Results of research will be given preference over descriptions of services for oral presentations.
5. Abstracts reporting quantitative studies should contain the planned accrual target and the actual number of patients recruited, levels of significance and confidence intervals of results. Abstracts of qualitative research should indicate how they chose their sample size (e.g. data saturation) and the methodology of analysis.
6. Abstracts will be “blinded” to the reviewers. They will not be able to see the authoring or organisation information. Submitters must not assume that there will be knowledge of the previous work of a group or strength of a research group or researcher.
7. Most of the submitted abstracts will be allocated posters as there will only be a limited number of slots for oral presentations. The best posters will be selected for specific poster presentation sessions with a discussant.
8. Images are not accepted in abstracts.

#### **Examples of exemplary abstracts**

Please take the time to go to the conference website ([www.cosa2018.org](http://www.cosa2018.org)) to review examples of an exemplary abstract, and abstracts which would not meet the standard required for acceptance.