



ADULT CYSTIC FIBROSIS CONFERENCE

3–4 December,
2022 | Milan, Italy

HOW TO WRITE A GOOD ABSTRACT

Why write an abstract?

An abstract is a shortened version of a paper. This is a great opportunity, as:

- it provides the first chance for you to announce and cite the preliminary findings of your study;
- it allows you to communicate your findings to your peers and get their feedback;
- it is the starting point for achieving the ultimate aim of a research project, the writing and publishing of a full paper in peer-reviewed literature.

Useful tips that will help get your abstract accepted by the ERS

The information below will give you practical advice about writing an abstract, which will then have the best possible chance of being rated highly by the reviewers and selected by the Adult Cystic Fibrosis (CF) Conference Committee.

Structure of an abstract

Title

The title should be an accurate description of the abstract's contents. It should explain as much as possible about the context and the aims of the study. The title should be about 10–12 words long, and should include the scope of the investigation, the study design and the goal. In general, the title should be a description of what was investigated rather than a statement of the results or conclusions. The abstract's title should be easy for the reader to understand and should not include jargon or unfamiliar acronyms or abbreviations.

The title should not be in capital letters.

Authors

The list of authors should be restricted to those individuals who carried out the study, conceived it, designed it, gathered the data, analysed the numbers and wrote the abstract. **The author who will present the abstract should be listed first.** Every listed author should read and approve the abstract before it is submitted.

Main text

A good abstract should address the five following questions in the relevant sections:

1. "Why did you start?" – Introduction or background

You should summarise, preferably in one sentence, the current knowledge, or state-of-the-art, specifically in relation to the work you are presenting.

2. "What did you try to do?" – **Aims and objectives**

State the aim of your study, and ideally include a short statement of the study's hypothesis. A legitimate scientific study is not done "to prove that something is true" but rather "to find out whether it is true." The difference may seem small, but it makes a huge difference. A formal hypothesis shows that you were objective.

3. "What did you do?" – **Methods**

In an abstract, the description of the methods has to be concise, and much of the details of what was done must be omitted. However, in a few short sentences, you can give the reader a good idea of the design of the study, the context in which it was done, and the types of patients or measurements that were included.

4. "What did you find?" – **Results**

It is important to give the main results of the study, not in subjective terms ("We found device X to be superior to device Y") but also in the form of some real data. You will need to choose which findings to report here: it should be the most important data in your study, and the findings on which your conclusions will be based. Do not include a table or figure unless you need it to show your results.

5. "What does it mean?" – **Conclusions**

Here, space limitations generally limit you to a single sentence of why you think your findings are important, and their potential implications. Keep your conclusions reasonable and supportable by the findings of your study. Remember that if your study was restricted to certain patients, or a particular therapy, or a specific device, its results may not extend beyond these restrictions.

General advice for writing abstracts

Follow the instructions

However good your study was, it deserves the best possible chance for review and presentation. This means that you should follow the published guidelines for submission.

Use simple sentences

Unless they are basic, universally accepted abbreviations, like ARDS or FEV1, acronyms and abbreviations should be spelled out the first time they are used in the abstract. Similarly, local expressions and jargon should be kept out of the abstract. Keep in mind that healthcare practice varies from country to country.

Ask your colleagues

Before the abstract is submitted, it should be double-checked for accuracy, not only of the data reported but of the description of the methods and all other details. Special attention should be paid to tables and figures. Having one or more colleagues (who were not involved in the study) read the abstract and offer constructive criticism can be extremely helpful.

Guidelines for the online submission

Deadline

All abstracts must be submitted by **Monday, 26 September 2022 - 23:59 CEST**

1. Abstracts must contain **original** data and meet international ethical standards. By submitting an abstract, you confirm that the content of the abstract is free from plagiarism, and that you agree to have your abstract submitted to a plagiarism detection software programme, if needed.
2. A **maximum of three** abstracts may be submitted by the same presenting author.
3. An identical or too similar abstract cannot be submitted several times to different categories. It can only be submitted once, to one category.
4. Click the buttons on the left side of the screen and **complete each section** by following the instructions within each section.
5. The abstract's **title** must begin with a capital letter and be followed by **lowercase** letters. Use capital and lower-case letters as appropriate for abbreviations in title (e.g. mRNA).
6. **Trade names** should not be mentioned in the title. However, trade names in brackets will be accepted in the body of the text.
7. **References** (maximum of 2) can be included in the body of the text (e.g. Jones, R.A. et al. Science 1986; 67:24-30).
8. Linguistic **accuracy** is your responsibility.
9. **Abbreviations** should be defined.
10. **Avoid** a sweeping or potentially unwarranted final sentence.
11. **Copyright**, if this abstract is accepted, will be held by the European Respiratory Society.

LENGTH

Abstract Title's maximum length is **150** characters including characters and spaces.

The maximum length of an abstract body is **1,810** characters including characters and spaces in the following: Abstract Body, Table, and Figures.

N.B. if you insert a table, the content of each cell will be deducted as in the normal body text. If you insert an **image/picture/figure**, it will deduct **277** characters.

CATEGORY

You must select one preferred category to which your abstract applies. Do not submit an identical abstract to different categories. The CF Conference Committee reserves the right to change the category of submission in order to achieve a well-balanced scientific programme and coherent abstract's sessions.

NOTICE OF SELECTION

The ACF Conference Programme Committee will allocate successful abstracts to Thematic Poster sessions. Notice of selection will be communicated by mid-late October 2022. The scheduled format and time of presentation will be provided in the weeks following the notice of selection.

ABSTRACT PUBLICATIONS

Accepted abstracts will be published in the ERJ *Open Research*.

ERS BURSARIES

Up to three free registrations will be given to the authors of best abstracts (based on the reviewing of experts). Please note that the author must be an ERS member and aged under 40 years old.

INSTRUCTIONS ON SUBMISSION PLATFORM

Login to [myERS](#) and go into the "abstracts" section. You will be directed to the online abstract submission platform.

This section contains information to guide you through the online submission process. We recommend that you print this page and use it as a reference during this process.

- Click the buttons on the left side of the screen and complete each section. Be sure to carefully follow the instructions within each section.
- Save your work by clicking on the "Save" button. This does not submit your abstract for review. Be sure to save your work before logging off the site.
- You can log off at any time without submitting your abstract and return to continue your work at another time. As long as you do not submit the abstract, it can be edited and revised online as many times as needed. If you give your username and password to another person, they will have access to edit all abstracts you have not submitted for review.
- Verify that your abstract is correct by clicking "Preview Abstract" on the left side of the screen.
- Click on "Submit Abstract", but **ONLY** when you are sure that your abstract is complete and in final form.
- **Print out** and proofread the abstract preview to verify that it is correct before completing the submission process.
- **No changes** in the title, authors and content of the abstract will be accepted after the submission deadline.

THANK YOU FOR SUBMITTING AN ABSTRACT!