



Open Paper/Poster Abstract Rules and Guidelines

1. Individuals may present **only one abstract at the Conference and only one person may present that project.**
2. **Individuals must be registered for the conference for their work to be presented (poster or oral).**
3. The work must be entirely that of the individual or team who submit it. This work should not have been previously published or presented elsewhere.
4. Individuals can co-author multiple abstracts
5. All sources of institutional, private and corporate financial support for the work within the projects must be fully acknowledged, and any potential grant holding must be listed.
6. Acknowledgements should be brief and should not include thanks to anonymous referees and editors.
7. Abstracts of all papers invited to present will have the chance to be published in the Journal Oral Surgery (at the Editor's discretion).
8. BAOS will provide a mentor for any applicant who wishes it to give support and advice during their audit project.
9. Applications forms can be found on the BAOS website www.baos.org.uk or from the BAOS office email baos@rcsed.ac.uk
10. Only electronic submission as a Word file attachment to baos@rcsed.ac.uk will be accepted
11. Receipt of abstracts (**max 300 words**) will be acknowledged by email (please include your email address on your submission form).
12. Abstracts are reviewed as submitted by abstract deadline of **noon, 18th May 2018**
13. Each abstract will be reviewed and presentations will be selected on the basis of the scientific quality of the work by BAOS Council
14. If you are unable to attend the meeting and still wish to have your work presented, you may ask a co-author to present for you. This person should not be presenting elsewhere in the meeting.
15. Prizes and awards will be presented at the BAOS Annual dinner being held on Thursday 27th September 2018 at the National Museum in Edinburgh.
16. 'marking criteria' can be found at the end of this document'



Criteria for acceptance

Ultimately it will be the reviewers' judgment of the value of submissions that will determine whether the projects will be accepted for presentation at Conference. Abstracts of sufficiently high quality may be published in *Oral Surgery*, it is therefore important that the content be scientifically sound and grammatically correct.

Possible reasons for rejection include:

1. Not original research.
3. Nature of problem not explicit from either title or abstract.
4. Material too closely related to another abstract submitted by the same co-authors; should have been combined into a single paper.
5. Abstract has been presented at other meeting(s) or previously published.
6. Abstract not well arranged /incomplete.
7. Required information not given in abstract:
 - a. Aim(s)/ Objective(s)
 - b. Method(s)
 - c. Results – data and statistical analysis, or
 - d. Conclusions
8. Significance of results related to the nature of the problem being studied is not stated.
9. Conclusions not related to method(s) employed.
10. Conclusions not adequately qualified, i.e., conclusions have greater limitations than implied by the author.
12. Abstract is over word count.
13. Submission after the published deadline

Submitting your abstract/ prize

1. All abstracts must be submitted for an oral or poster presentation.
2. **Abstract text:** All abstracts should be 300 words or less
3. Please read all guidance and information for each category in BAOS Awards and Prizes above



Marking criteria

Presentations will be judged on the following criteria;

- originality and importance of the work
- scientific quality of content
- conclusions supported by the data presented
- quality of presentation
- defence of work and answering of questions (oral presentations)
- clinical relevance and quality of outcome achieved (audit)
- clinical relevance and information sharing (case reports/ case series)