



## WOFAPS Submission Guidelines<sup>1</sup>

Abstract Submission Open April 10 th, 2018

Early Notice of Acceptance July 30, 2018

Deadline for abstract submission will be August 15, 2019

Final Notice of Acceptance or Rejection September 15, 2019

Questions concerning abstract submission, manuscript submission or the scientific content of the meeting should be directed to the WOFAPS meeting secretary ([awofaps2019@gmail.com](mailto:awofaps2019@gmail.com)).

**GENERAL GUIDELINES AND RULES FOR ABSTRACT SUBMISSION** Abstracts must be submitted electronically using the official abstract submission system. The official language is English. Each abstract is assigned with an abstract number. Once you have submitted, you will receive the abstract number. Please refer to this abstract number in any further correspondence regarding your abstract submission. Once you have logged on to the system, you will be able to amend your submitted abstract up to the deadline date. There is no need to submit again. Authors whose abstracts are accepted for presentation will be expected to attend the meeting and make their presentation. Notification of acceptance or rejection will be emailed to authors. All accepted abstracts will be put on the \_\_\_\_\_ website after the Congress.

**PREPARING YOUR ABSTRACT • ELIGIBILITY:** Abstracts should only be submitted if they or their main content have not been previously accepted for publication, published or presented at other meetings prior to the commencement of the WOFAPS Congress. Abstracts should not be submitted to another International Congress with a parallel abstract reviewing process. If in doubt, please make a declaration on the abstract form for the committee to make a decision.

**ETHICS:** Evidence of ethical approval must be included in all abstracts involving animal or human studies. There may be exceptions, for instance the rules of the Institutional Ethics Review Board should be followed for retrospective studies.

The names of authors and their affiliations (institutions) will be submitted on-line when you submit the abstract, but will be removed before the marking process. No identifying features such as names of authors, hospitals, medical schools, clinics or cities should be listed in the title or the text of the abstract. Abstracts containing such information will not be accepted.

**PREPARATION OF ABSTRACT AND FORMAT:** Abstracts should be submitted in MS Word Document (.doc, .docx) editing as follows: Font: Calibri, 10 point / Spacing and Indentation: single 0 point (before and after) Text body: Justified. **THE TITLE MUST BE IN CAPITAL LETTERS.**

Regular abstracts should be structured in four parts:

- Aim of the Study
- Methods
- Main results
- Conclusions

1. European Pediatric Surgeons Association Guidelines Modified for WOFAPS Congress meeting accessed April 4, 2019 from <http://www.eupsa.info/>

Case reports should be structured in three parts: •

- Aim of the study
- Case description
- Conclusions

Each abstract should have maximum of 300 words. You can include ONLY ONE table or figure. Prepare your abstract in Word (or any other text editor) and copy-paste the content to the Abstract field. Video files will have to be uploaded to your drop box or choice of video hosting and the link should be shared in the brief box of abstract submission.

After submitting abstract you will receive an e-mail about the successful submission.

DATA PRESENTATION: Abstracts must include clear descriptions of results with actual data. For example – a p value without data is not sufficient.

SUBMISSION AND REVIEW PROCESS When you enter the abstract submission site for the first time, you need to log in as a first time user. You will then receive full instructions how to submit your abstract. Please read these instructions carefully.

If you are submitting more than one abstract you can use the same email address and password for each abstract.

An abstract may be submitted to one category only.

ALL CASE REPORTS SHOULD BE SUBMITTED UNDER ‘Case report’ CATEGORY.

Do not double-submit by altering the title or by resubmitting to another category. Only one of the following categories should be chosen:

- Fetal and Neonatal
- Upper gastrointestinal
- Lower gastrointestinal
- Hepatobiliary
- Thoracic
- Urology
- Oncology
- Trauma
- Basic Science Research
- General
- Case report (Only case reports can be submitted for case report session)

If you want to edit an abstract that you have previously submitted, you are able to do this through the system. Go to the submission page and follow the instructions. DO NOT RESUBMIT. If you want to withdraw an abstract please contact the secretary of WOFAPS congress (awofaps2019@gmail.com).

The Secretary will notify authors regarding the acceptance or rejection of their abstracts by email. It is therefore imperative that we have the correct email address. The submitting author is responsible for keeping us informed if you change email address.

Scoring criteria for all papers (score scale: 1 = poor; 5 excellent)

- Clarity
- Methodology (soundness)
  1. European Pediatric Surgeons Association Guidelines Modified for WOFAPS Congress meeting accessed April 4, 2019 from <http://www.eupsa.info/>

- Relevance
- Results (quality, presentation) 1-5
- Overall Impression

Total Score range: (0-25)

Criteria for rejection: Material already published or presented at another meeting prior to the commencement of WOFAPS. Abstracts that are also submitted to another Congress with a parallel reviewing process. Unethical studies. Word count exceeding 300 words or exceeding the space allocated in the template. Abstracts with authors and/or institution name in the title or the text.

#### Oral presentation

Abstracts scored the highest by reviewers will be invited to present orally during congress. Other accepted abstracts will be delegated to poster rounds at lunch time over the 3 days of congress. Presenters will be given 5 minutes to present their abstract followed by 2 more minutes to answer any questions by attendees. Your presentation should include lots of visuals and should be about 3 slides in length for 5 minute talk. Clearly label and explain all graphs. Lettering should be easily read without magnification.

#### Publication

25 abstracts will be considered for publication in Pediatric Surgical International by the abstract review committee. Abstracts will be selected on the basis that they are the highest scored papers submitted to the Congress. The marking criteria during the review process are the same as for other abstracts.

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