

Guidance through the abstract submission programme for the

**54th EASD Annual Meeting, Berlin, Germany**  
**Monday 1 - Friday 5 October, 2018**

Dear Author,  
**Dear Submitter,**

Welcome to the online abstract submission programme for the **54th EASD Annual Meeting in Berlin, Germany, 1 - 5 October 2018**, which we are pleased to introduce to you. **Please read these guidelines carefully.** A printout could assist you while using the system.

It is **not permitted** to submit work that has been published and/or is likely to be published before the EASD Abstract submission deadline (4 April 2018, 23:59 hrs. CEST). The Programme Committee has the right to remove an abstract if this contains data that has already been published. However, EASD accepts the submission of abstracts that have been presented in recent months at local or national diabetes meetings (e.g. ADA, DDG). An author submitting or presenting work that has been published in a journal before the EASD Abstract submission deadline (4 April 2018, 23:59hrs CEST) will be banned from presenting data at the EASD Meetings for three years.

**Recommended Browsers:**

For Windows and Macintosh users, we recommend Google Chrome

**Attention Macintosh users:**

We **do not** recommend using the Safari browser if you have **El Capitan** installed.

Please note that you must also have JavaScript and Cookies enabled in your browser preferences in order for the system to function properly. [Click here](#) to obtain instructions to enable cookies.

The major advantage of this system is that you create an account using a login name and a password, and with this information you can revise your submission as required, make changes, additions, change / add / delete authors, copy special characters easily into your text, re-write the abstract or copy and paste the text in the corresponding boxes. All this is possible until the **abstract submission deadline: 4 April 2018, 23:59 hrs. CEST. After this date you will only be able to view your abstract.** Make sure your abstract has the status "complete" (all submission steps are ticked; see submission step "Review my work") as **only "complete" abstracts will be forwarded to the reviewers** shortly after the deadline.

**\*IMPORTANT!: Always double check that the "complete" status of your submitted abstract has NOT been affected after having edited it.**

The system will lead you through all steps necessary to complete your abstract. For any step not specifically explained in these guidelines, please refer to / follow the advice provided on the screen. **By clicking the continue button, all entered information is saved.**

**Preference for oral or poster presentation is not possible.** The Programme Committee allocates the accepted abstracts to either an oral or a poster session.

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## **Guidelines to lead you through the online submission system**

**PLEASE NOTE:** Each author can be listed **ONLY ONCE** as the **PRESENTING author (presenting author is always the first named author in the author block) for ONE (1) abstract.** Each additional abstract will be removed from the system before being sent to the Review Committee.

### **Previous user**

If you have submitted an abstract to an EASD Annual Meeting previously you must use your old login name and password to enter the abstract submission system for the 54th EASD Annual Meeting. If you do not remember your old login and password the online system can automatically e-mail them to you upon request (available directly on the submission start page).

## New user

If you are a **new user**, you need to **create a new account**. Once you are on the first page of the online submission system (by using the link given at the very end of these instructions) you will find the button/link on the left hand side "Click here to create a new user account". You will have to enter the first / presenting author's name (please start with a capital letter and continue with lower case, e.g. *First Name: John; 2<sup>nd</sup> Initial: J; 3<sup>rd</sup> Initial: R; Last Name: Macleod*), address, contact details, etc. and your password (attention: case-sensitive) and your hint-question and answer. **Do not type in everything in capital letters**. Your entered e-mail address will function as your login and will be e-mailed to you together with your password, your hint question and answer. **Please make sure that your e-mail is entered correctly!**

After you have pressed "Continue", your login details will be shown again. Now click on "Click here to enter the submission system" and then on the blue sentence / link on the right hand side: "New abstract submission".

**Important Note: All correspondence regarding the handling of each abstract will be sent ONLY to the presenting = first named author's contact e-mail provided during the submission process** (only one e-mail address per presenting = first named author). **Therefore, the e-mail address entered in the system as the presenting author's contact is extremely important!**

## Disclosure Information

All authors are aware of and approve the submission of this paper. Each author has participated sufficiently in the work represented by the abstract submission to take public responsibility for the content.

## Submission step "Title"

Type (**do not use "copy & paste"**) the title of your abstract into the provided field. Please note that the number of characters of the title is **limited to 150**, your entire abstract (including the title and the author block) to 3,200 characters (excl. spaces). By marking characters you may format them in italic, super- or subscript. Do not use the return key at the end of a line, but write continuously. Please finish your input by making the title **bold**.

**Note:** For drugs exclusively generic names should be used (**no trademarks**).

Press "**Continue**".

## Submission step "Keyword"

Choose the one keyword from the drop-down menu that best applies to your abstract submission.

Press "**Continue**".

## Submission step "Author"

**Each author can be listed ONLY ONCE as the PRESENTING author (presenting author is always the first named author in the author block) on ONE (1) abstract.** Each additional abstract will be removed from the system before being sent to the Review Committee.

Presenting authors may be co-authors of other abstracts. **It is mandatory that the presenting author of any abstract accepted for presentation attends the 54th EASD Annual Meeting 2018 to present his / her paper. Failure to do so, without prior or adequate explanation sent to the EASD Office by e-mail, may result in the author or the institution being banned from presenting abstracts for the next three years.**

The first = presenting author's address and contact details are shown again and can be amended if necessary.

Press "**Continue**".

The name of the institution, the city and country will automatically be transferred to the author block. Edit your information on the author block, add / change / delete authors, institutions or re-arrange the order of the authors. When you add an author, the system will take over the presenting author's institution, city and country. However, the information can be amended. All co-authors must be entered individually. The maximum number of authors is 15 and not more than 2 institutions can be entered for each author.

If you wish to **add a study group** to the author block, enter it in the special field in the submission system by clicking on "**Add a Group**". Please be reminded that **only the name / acronym of a study group should be entered in this field.**

Press "**Continue**".

### Submission step "Disclosure Information"

Please fill in the corresponding and relevant information.

Press "**Continue**".

### Submission step "Study information"

Choose one of the options.

Press "**Continue**".

### Submission step "Grant Acknowledgement"

Please write your acknowledgement on a grant / support received for the study into the provided field. Please enter "none" if not applicable. The **limit for acknowledgements is 15 words (use only initials and acronyms; e.g. EFSD Clinical Research Programme)**.

Note: Acknowledgements will be displayed at the bottom of the abstract if accepted for presentation. **Only initials/acronyms should be entered in this field.**

Enter/Edit your Grant Acknowledgement information.

Press "**Continue**".

### Submission step "Clinical trial registration number"

If applicable, enter the registration number of your clinical trial in this field. **Do not enter this reference number in the abstract body; if you do, you will be contacted and reminded to remove it from the abstract text.**

### Submission step "Abstract"

Click on "Enter abstract text" in order to type in the abstract text online. You can also enter your abstract by using copy and paste. **Remember: the maximum number of characters is 3,200 (excl. spaces) including the title and the author block.**

**References are not allowed and companies are not to be mentioned in the abstract body.** If you still enter any of these in the abstract, **you will be contacted and reminded to remove them from the abstract text.**

The abstract must be structured. Enter each section into the corresponding text field with the provided sub-headings in **bold (Background and aims:, Materials and methods:, Results: and Conclusion:)**. The abstract structuring words are fixed for each abstract text box. One or two sentences should describe the **methods**, and any aspects of methodology (e.g. use of control groups, randomisation, patient selection, assay variation). The sentences stating the results must include hard data, including statistical analysis.

For drugs exclusively generic names should be used (**no trademarks**).

Click on the link provided below for a list of approved abbreviations and units of expression for use without definition from DIABETOLOGIA, the official journal of EASD:

<http://www.diabetologia-journal.org/webpages/abbreviations.html>

**Attention should be drawn to special characters.** To ensure that special characters will be published correctly in accepted abstracts, please click [here](#) and enter the character(s) by using copy and paste (Internet Explorer 5.5 and higher).

You are allowed to include only **one** table **OR one** graph to your abstract by using the button provided (under the abstract text in the Abstract submission step), but 400 characters will be deducted from the maximum number of characters allowed. Tables must be uploaded as an image; so you must create your table and convert it into an image in order to include it in your abstract. You can edit your table or graph and then replace it, or delete it until the submission deadline of 4 April 2018, 23:59 hrs CEST.

**Do not try entering both** (a table and a graph) in the same image file; if you do, **you will be contacted to have one of them removed!**

Please be aware that we use the A4 double column format for the online publication of the Abstract Volume, which gives a column width of 8.5 cm max. Any large images/tables you submit may become illegible when resized for publication (in case the abstract gets accepted).

**Do not to exceed a number of 10 columns and 12 rows (with maximum of 3 lines per row)!**

Press "**Continue**".

The abstract body (incl. table / graph) will be shown to you as well as a word / character count.

Press "**Continue**".

### **Submission step "Review my work"**

Read your abstract carefully, check the authors and if all special characters are shown correctly. Only if all submission steps are ticked and the number of characters does not exceed 3,200 the abstract is "**complete**" (please check the status given at the bottom of the print-friendly version) and will thus be forwarded to the reviewers after the submission deadline.

**A signed copy of the final version (print out the "print friendly version" from the system's "Review my work" step) of the abstract with the presenting author's signature and printed name must be sent per e-mail as PDF file attachment to: [abstracts@easd.org](mailto:abstracts@easd.org) by 12 April 2018, 23:59 hrs CEST.**

**Do not send word documents or electronic signatures; if you do, you will be contacted to have the correct / requested format resent.**

You can exit the website at any time, all your input will be saved until the last button has been pressed. You can re-enter and re-edit your abstract and carry out any changes by logging into the submission site using your login name and password until 4 April 2018, 23:59 hrs CEST.

**\*IMPORTANT!: Always double check that the "complete" status of your submitted abstract has NOT been affected after having edited it.**

If you wish to delete your abstract, please re-enter the system with your login and password, click on submission step "Review my work" and press the "delete" button given at the bottom of the page. Confirm the deletion and exit the system.

**After the deadline you will only be able to view but NOT edit your abstract. CHANGES TO THE CONTENT AND/OR THE AUTHORBLOCK OF THE SUBMITTED ABSTRACT WILL NOT BE ACCEPTED after the submission deadline.**

We will forward all "**complete**" abstracts to the reviewers as they appear in the system on the closing date.

**Changes, corrections and / or edits won't be accepted after 4 April 2018, 23:59 hrs. CEST.**

Please contact the EASD office: [abstracts@easd.org](mailto:abstracts@easd.org) if no confirmation reply to your abstract's signed pdf has been received by 18 April 2018.

If you have any questions regarding the submission, please do not hesitate to contact the EASD Office under

### **EASD**

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E-mail: [abstracts\(at\)easd.org](mailto:abstracts(at)easd.org)

**[Start abstract submission process](#)**