

# The Pharmaceutical Society of South Africa National Office

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## Pharmacy Symposium

23 – 24 October 2019  
Gallagher Convention Centre

Call for abstracts: Guidelines for Abstracts



### Purpose of this guideline

This information is designed to help you prepare an abstract that meets the criteria for the Pharmacy Symposium. It is intended to be read alongside the **Call for Abstracts**, which specifies the symposium focus areas and applies to abstracts for podium presentations.

### What is an abstract?

An abstract is a short statement that gives the reader a comprehensive yet concise understanding of your work. Your work could be research, such as a study or clinical trial, or a new or unique service, programme, theory or resource. An abstract is an opportunity to make your work known, inform practice and/or education, and to establish connections with others in your field of interest. It should tell readers what you are going to present and interest them in learning more about your work – they may decide to attend your presentation or contact you based on it for future collaborations.

### Who is your audience?

Reviewer(s) will assess the quality of your abstract and recommend its acceptance (and whether the work should be presented at conference) or rejection.

### Abstract submission template

Your abstract should be submitted on the prescribed abstract submission template under the following subheadings:

- Symposium focus area: Refer to the session titles listed in the **Programme** and select the most appropriate session and learning objective relevant to your abstract so that the symposium organisers can locate your abstract in the appropriate session. *Please note that in this section you do not designate your own session title or outcome.*

- Author details: Provide the relevant title for your abstract (your own presentation title) and author details for future communication purposes. These contact details will be used to inform you of the outcome of your application no later than 3 September 2019.
- Abstract: Your abstract should contain information under the following subheadings:
  - **Setting(s) or Background information** (Why is your work important? Does it fill any gaps in knowledge or research? What is the context?)
  - **Purpose of the project / objectives / description of the case/event** (What are the objectives? You may include a short statement or your hypothesis.)
  - **Approach used** (What was done, by whom, how and where? What measurements were taken and how were the data managed?)
  - **Results including improvements made / outcome of the case/event** (What did you find, discover or achieve? Not just in subjective terms, but also in the form of data. How significant were your findings?)
  - **Lessons learnt / key learning points** (How will this improve the pharmacy profession in South Africa? What can the other delegates learn from your presentation?)
  - **Conclusion and recommendation** (What were your overall findings? What do they mean? How could the methods be improved? Is this work part of a bigger piece of research or strategy? What are the suggestions for future work?)
- Presenting author's short professional biography (no more than 150 words).

#### Rules of content and structure

- Your abstract must be in South African English. (If you are not a native English speaker, you are advised to have your writing reviewed by a native English speaker before submission.)
- Abstracts (section C of the **Abstract Submission Template**) must be no more than 1,700 characters (including spaces).
- Abstract titles should not include phone numbers, email or website addresses.
- No images, tables, graphs, references or end notes are permitted in the abstract.
- Active promotion of commercial entities, products or services is not permitted.

#### Nine tips

Your abstract is more likely to be accepted if you follow these tips:

1. Before you start, be clear on what aspect of your work you want to present. What will the audience find most interesting?
2. Be sure your abstract is aligned with the background and learning objectives of a session proposal.
3. Keep language correct, simple, clear, professional and, where needed, scientific.
4. Avoid abbreviations. (If you do use them, place them all in parentheses after the full word(s) the first time it/they appear in the text.)
5. Delete as many unnecessary words and sentences as possible. Use short sentences.
6. If you need help with your writing ask colleagues.
7. Test your abstract before submitting it. Ask someone else to read it and to tell you what it is about. (If he or she is not able to explain it clearly, your abstract may need to be revised.)
8. Proofread your abstract several times.
9. Do not exceed the allowed number of characters in the abstract.

PLEASE NOTE: THE PROGRAMME IS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE AND AT THE DISCRETION OF THE SYMPOSIUM ORGANISERS. THE DECISION OF THE ABSTRACT REVIEWERS ARE FINAL.