

## Submission of abstracts

### Individual abstracts

Abstracts should be no longer than (e.g. 250) words, and supplied in MS Word format. [PDF is **not** acceptable]

Author forenames/surnames should be explicit: to minimise ambiguity it is recommended that first initials and last (family) name are used. Need to be consistent as to whether it is last names first throughout, or initials first throughout.

The abstract should arrive either as one paragraph, or in four sections;

- Introduction,
- Patients (or Materials) and Methods,
- Results
- Conclusion.

Any tables should be simple. It is strongly recommended that figures should not be supplied.

- Tables should be supplied as Tab-spaced text (not key-spaced), or as Word tables, i.e. **not** pasted in from other applications
- Carriage returns should not be used within cells
- Tables will be reduced to one column width
- If figures are necessary, they should be of high quality, and lettering/symbols/lines should be clear and distinct as they will be reduced to one column width for publication, and there will not be sufficient time to revise them. By default they will be printed in black and white

Please ensure that all special characters/symbols/artwork are retained in the electronic copy, and as a precaution, hard copy should be supplied for reference if special characters have been used.

If necessary, specify any special characters used to represent non-keyboard characters, or use ASCII codes. Where possible, supply a special character palette for authors to select the relevant character when submitting by Website. This character palette should include:

- Alt0177 =  $\pm$
- Alt0181 =  $\mu$
- Alt0163 (symbol font) =  $\leq$
- Alt0163 (symbol font) =  $\geq$
- Alt0180 (symbol font) =  $\times$

Take care not to use I (cap i) or l (ell) for 1 (one), O (capital o) for 0 (zero) or ß (German esszett) for  $\beta$  (beta).

If references are essential, they should be within the text, in the form: (Murphy *et al.* BJU Int 2005; 95 27-30).

### Format of material arriving at publishers

Abstracts are to be supplied as **one** Word file per session, containing all the accepted session abstracts in the desired order of publication.

Numbering should be clear, and supplemented by programme/running order for cross-reference if available.

If abstracts are to be grouped by specialties or subsessions, for example, then this should also be indicated in the running order.

Abstracts should be structured as:

Abstract number<paragraph return>

Title<paragraph return>

Author name(s)<paragraph return>

Address(es)<paragraph return><paragraph return>

Abstract text<paragraph return>

If the abstract text is to contain subsection headings, these should start on a new line, for example:

Abstract number<paragraph return>

Title<paragraph return>

Author name(s)<paragraph return>

Address(es)<paragraph return><paragraph return>

Objectives<paragraph return>

Methods<paragraph return>

Results<paragraph return>

Conclusions<paragraph return>

Please separate each abstract with 3 paragraph returns.