

## Instructions for Completing the Online Abstract Form

### BRITISH PHARMACOLOGICAL SOCIETY SUBMISSION INFORMATION

BPS invites abstracts of work in the following areas:

1. Basic science, translational and clinical research

### ABSTRACT SUBMISSION GUIDELINES

Abstracts submitted to *8th European Workshop on Cannabinoid Research* must be original scientific or research based research, for further information please refer to the [Abstract Guidelines for Authors](#).

Abstracts accepted for presentation (oral and poster) must follow the submission guidelines and are subject to peer review before they will be published electronically on PA2online.

Please note that you will be notified of abstract acceptance w/c 10 July 2017.

### SUBMITTING AN ABSTRACT

1. Log in to the submission system when you are ready to submit your abstract. As this is a new submission system, all submitters will need to create a user profile by clicking 'Click here to create a new user account on the left hand side'.
2. Once you have created your account you will be taken to a screen from which the submission process starts. Please read the instructions on this screen carefully.
3. Submitting an abstract is a multi-step process. Each step asks several questions:

#### I. Title

- The title should be as brief as possible but long enough to indicate clearly the nature of the study. Please use sentence case for your title i.e. use a capital letter at the beginning of your title only No full stop at the end. Do not state the conclusion in your title.

#### II. Abstract

- Please insert your abstract in the field. Abstracts are limited to 400 words. The prescribed headings below should be factored into your word count.
- The use of tables and graphics are encouraged if they are relevant to the research submitted. Tables/graphics need to be uploaded separately in .gif and .jpg graphic formats
- All abstracts need to have headers included. The headers will depend on the type of abstract you are submitting (see table below). **Any abstracts that do not use the prescribed headings below will be automatically rejected.** For further information please refer to the [Abstract Guidelines for Authors](#).

<b>BASIC SCIENCE, TRANSLATIONAL AND CLINICAL RESEARCH ABSTRACTS</b>
<b>Introduction</b>
<b>Method</b>
<b>Results</b>
<b>Conclusion</b>
<b>References</b>



**III. Authors/Affiliations**

- Please enter the names of ALL authors here - including yourself if you are an author - in the order in which you wish them to appear in the printed text. Names omitted here will NOT be printed in the author index or the final program.

**IV. Categories**

- Please select the category your abstract falls into. You can select a first and a second choice option. If your abstract does not fall into any of those categories, please select 'N/A'.
- The categories to choose from are:
  - Neuropharmacology
  - Molecular and Cellular Pharmacology
  - Cardiovascular and Respiratory Pharmacology
  - Integrative Systems Pharmacology
  - Education and Skills
  - Toxicology
  - Drug Discovery, Development and Evaluation

**V. Keyword**

- Please indicate three appropriate keywords that relate to your abstract content.

**VI. Presentation**

- Please choose your preferred means of presentation (ORAL/POSTER/EITHER). Please note that oral communication sessions are popular and generally oversubscribed; so whilst we will do our best, it is not always possible to accommodate all requests for oral presentations.

**VII. Additional Questions**

- Confirm that your abstract will not have been published or presented prior.
- Confirm that any study conducted using human or animal subjects complies with current guidelines and directives.
- A Conflict of Interest Disclosure Statement must be completed by the Presenting Author for each abstract submitted.
- Provide alternate contact details (if applicable).

**VIII. Review My Work**

- In this final step you will be able to review the information you have submitted. Read through the information carefully and click 'finalize and submit' to submit your abstract.

**IX. Finalize and submit now**

- This step will appear once you have completed the previous step. Your abstract has been submitted and you can print out the details of your submission and email yourself a submission confirmation.

**PRESENTING AUTHOR**

Designate a Presenting Author for each abstract. The Presenting Author is responsible for giving the oral or poster presentation if the abstract is accepted. All presentations should be delivered in English. The Presenting Author will serve as the primary contact person for British Pharmacological Society and for all co-authors. If any change is made to the presenting author after the abstract is submitted, please contact the British Pharmacological Society at [meetings@bps.ac.uk](mailto:meetings@bps.ac.uk).

**ABSTRACT RECEIPT ACKNOWLEDGMENT**

Upon submission you will get an acknowledgment letter with a confirmation number via e-mail indicating that your abstract was received. If you do not receive an acknowledgment letter with a confirmation number, then you are responsible for contacting the British Pharmacological Society at [meetings@bps.ac.uk](mailto:meetings@bps.ac.uk) to obtain confirmation. Reference the confirmation number in any written correspondence or phone conversations regarding your abstract submission.

### **AMENDING AN ABSTRACT**

You may wish to change your answers to some of the questions on the submission form, or even to change the abstract file itself. You can do this up until the abstract submission deadline. After this no changes will be possible.

1. Log in to the submission system
2. You will see a list of the abstracts that you have submitted. Click on the abstract that you wish to change.
3. The process of amending an abstract is the same as the original submission process, except that the submission form will be automatically filled in with the answers that you gave previously – you do not have to change an answer if you don't want to.
4. If you want to change your abstract, click 'Edit Abstract Text'. If you do not want to change the text, just press "Save and Continue" to bypass this step.
5. When you reach the final step you can send yourself an email confirming that your abstract has been amended – provided you have answered all the mandatory questions.

### **WITHDRAWAL POLICY**

You can delete your submission at any time before the submission deadline by logging into the system. To withdraw your abstract once the submission deadline has passed, please contact the British Pharmacological Society's Meetings Team at [meetings@bps.ac.uk](mailto:meetings@bps.ac.uk).

**ABSTRACT SUBMISSION DEADLINE:**  
**Tuesday 13<sup>th</sup> June 2017 at 11:59 PM GMT**