



Writing & Submission Instructions, before the submission of the abstract:

- Make sure that the contact information you submit is correct because it will be used for further correspondence via email. Pay more attention to the authors' and institutions' names in the English language.
- Make sure your e-mail address is the correct one in order for contact with the Congress Secretariat to be enabled.
- Abstract submission is necessary for the presentation of the oral, oral e-poster, and e-poster presentations.
- Study the Thematic Topics thoroughly and submit your abstract accordingly.
- *Each presenting author may submit and present a maximum of 3 abstracts.
- You may elect either an Oral, Oral e-Poster, or e-Poster presentation. The Evaluation Committee has the authority to change a presentation in case they decide it is necessary.
- Abstracts must be submitted online through the official online abstract submission system.
- Submission by fax, e-mail, or courier will not be accepted.
- Abstracts must describe the original work.

Preparation of your Abstract Word Document

Software: Abstracts are submitted through the online abstract submission form of the EANS2023 Congress. Each Abstract field is filled in separately (Authors, Affiliations, Background, Methods, Results, Conclusion, optional image).

File upload: Additionally, for reference purposes, the abstract should also be submitted as a file upload (accepted file type: MS Office Word). The abstract should be written in Times New Roman font 10pt., single-spaced, without spaces between paragraphs, and justified paragraph alignment.

Please prepare your abstract document in accordance with the following guidelines and the [abstract submission template](#).

- **Spacing & Paragraphs:** The first line of paragraphs should not be indented. There should be one single space between paragraphs: title, authors, affiliated institutions/hospitals, and the abstract text. There should be no space between the authors and the affiliated institutions/hospitals.
- The **title** should be in e in Bold Lowercase Letters (Every First Letter of Each Word Should Be Uppercase) without accent marks, as brief as possible (no more than two lines) and it should not contain information that reveals the source of the abstract.
- The total **length** of the **abstract text** must not exceed 300 words (*included in this count: Background, Methods, Results, Conclusions*).
- It is not recommended to postulate that "the results will be discussed during the oral presentation" or that "other data will be presented later".
- Use standard abbreviations where appropriate. Include any other abbreviations in brackets after the full word the first time it appears.
- **File upload:** Additionally, for reference purposes, the abstract should also be submitted as a file upload (accepted file type: MS Office Word). The abstract should be written in Times New Roman font 10pt., single-spaced, without spaces between paragraphs, and justified paragraph alignment.
- **Authors:** All of the names should be written in the nominative in a Heading font; the surname should follow the first initial of the name, and the superscript should be inserted at the end with no space.



The presenter's name should be underlined; the superscript should not be underlined. Listed names should be separated by a comma, e.g. M. Jenkins¹, A. Smith².

- **Affiliations:** Institutions should be written below the authors, one next to the other. The name of each institution should precede the location, if the location is not included in the name of the institution (e.g., Department of Neurosurgery, Princeton University Hospital, Princeton).

Each section should begin with the title as written above (lowercase letters with the first letter of each word in Uppercase, without accents), followed by a colon and the accompanying text. Each section should start with a new paragraph, but there should not be a space between paragraphs. Abbreviations may be used after the reference has been written out in full in parentheses after their first appearance in the text. The text should be no longer than 500 words.

How to Submit your Abstract via the Online Submission Form

- Please **create a NEW user account** in order to submit an abstract. The account only needs to be created once and can be reused for additional abstract submissions.
 - Write the **Title** of the abstract Lowercase Letters (Every First Letter of Each Word Should Be Uppercase) without accent marks, as brief as possible (no more than two lines) and it should not contain information that reveals the source of the abstract.
 - Choose your preferred **Presentation Type**.
 - Select the most appropriate **Thematic Topic** for the abstract. The Thematic Topics can be found here.
 - All **Authors' names** should be included in the order in which they will appear in the publication. Ensure that the correct spelling is confirmed for all contributing authors, no amendment will be permitted after the submission deadline.
 - **Affiliations:** Each affiliation should be specified. Affiliations should include ONLY your Institute or University, not your department or Faculty.
 - The **Abstract Body** of the abstract will be structured as follows with the following subtitles:
 1. Background
 2. Methods
 3. Results
 4. Conclusions
 5. Optional Image: *It may be included with the following criteria: Maximum file size 500 kilobytes and a maximum of 600 x 800 pixels. Allowed file types: .gif, .jpg, .png. If your file size or pixel size is too large, you have to resize your graph accordingly.*
 - The **Full Abstract File** should be submitted as a file upload (accepted file type: MS Office Word).
 - If applicable, please enter your **Clinical Trial registry number** and website below.
 - **Conflict of interest:** If none of the authors have something to declare - please type "Nothing to declare". If there is a need to declare, kindly list each author's name (First, Last) and the disclosure.
- You must complete all the online stages of abstract submission. Incomplete abstracts will not be reviewed.
- After completing your abstract submission, you will receive a confirmation email. Please save this email for your personal record.