### INSTRUCTIONS FOR THE PREPARATION OF ABSTRACTS SUBMITTED ONLINE

**On-line Submission**

Abstracts should be prepared by using a Word template downloaded from the NVKFB-website [Abstracts – NVKFB](https://nvkfb.nl/wetenschap/abstracts/). Once downloaded and completed the template and any other accompanying image or data which cannot be inserted into the template must be uploaded via the website. Once you have prepared your abstract you will need to fill in a brief on-line form giving your details. Indicate your preferred method of presentation and the title of your abstract.

**Abstract Template**
Text can only be inserted in the form areas (greyed) in the template. The size of the abstract will be reduced by 25% when it appears in the abstract book. It should therefore be word-processed using the font set in the template document (Times New Roman 12). Document settings must not be changed, as an abstract may be made unsuitable for reproduction or the abstract may not be accepted at the Meeting on the grounds that it is illegible.

Please make sure you type your title in the top box removing the existing text. The title should occupy no more than two lines and contain no more than 160 upper case characters, including spaces. Affiliations should be noted at the top of the left hand column and not in the same cell as the title.

The abstract template has a two-column format with a space between columns of 1 cm. Tables should be printed in single column width. Do not use vertical lines between columns in tables. When a figure or table is included, it should be referred to in the text as Figure 1 or Table 1. Single spacing should be used, except between paragraphs which should have 1.5-line spacing. Paragraphs should not be indented. Bold type should not be used.

The abstract document will be used untouched (except for the insertion of a number) for reproduction in the pre-circulated abstract book. Abstracts not conforming to the required standards of word processing or of style will be returned for resubmission at a subsequent meeting.

**General**

At least one author must be a member of the Society; if none of the authors is a member, the abstract must be 'introduced' by a member, whose name should appear (in brackets) after the names of the authors.

A member may introduce any number of abstracts, but should include an order of priority in case the meeting is oversubscribed. Abstracts submitted by student members must also be introduced by a full member. Abstracts are accepted on the understanding that they have any necessary internal approval. Studies involving human subjects are assumed are assumed to be approved by the Ethics Committee of the investigator’s institution.

For oral communications, the first-named author indicates the one who intends to present the work. Use other symbols or numerals as superscripts to indicate other affiliations.

At the meeting, the Society will expect the presentation to comply with the abstract contents and there will be a formal vote on acceptance for publication. Abstracts are accepted on the understanding that they have not been published elsewhere and are not ‘in press’ in a fuller form. **An exception will only be made if the work was part of a PhD thesis and the presentation is in the context of registration as clinical pharmacologist.**

Any queries should be directed to secretariaat NVKFB (info@nvkfb.nl).

**NVKFB**

**General Guidelines on how to structure the abstract**

The Society has a commitment to excellence in the content and presentation of work at its scientific meetings and to the publication of abstracts that reflect the quality of the work of its members and guests.

To avoid abstracts being referred or rejected, it is essential that abstracts intended for publication should be in the correct format.

**The text** should state unambiguously the aims to be fulfilled, how and what data were actually obtained and in which respect these may contribute significantly to the relevant topic.

**Introduction**The Introduction should outline the research question and must

include a clearly defined purpose or hypothesis for investigation.

 **Methods**In general Methods should contain enough detail to allow others to

repeat the study. Core methodological papers may be cited. Species

and strain (or human population characteristics) and group sizes

must be indicated. Use of drugs (including anaesthetics) requires:

solvent, dose and route of administration, or concentration.

Investigations of natural product extracts should contain information

on chemical / biochemical characterisation.

 **Results**The Results section must contain numerical data (including n values;

n≥3) in the text or in a figure or table, and where appropriate

statistical analysis. P values alone are not sufficient. Tables must be

supplied as text (i.e. not as an image).

 **Conclusions**
Conclusions should be comprehensible and logical, and not contain unjustified speculation.

**References**References should be cited using the AMA (American Medical

Association) style. All references should be numbered consecutively

in order of appearance and should be as complete as possible. In-text

citations should be numbers in square brackets e.g. [1], [2], etc.

Journal titles are abbreviated; abbreviations may be found in the

following: MEDLINE, Index Medicus , or CalTech Library.

References should be limited to 3.

*Examples of Unacceptable Styles*

It is **unacceptable** to describe drug-induced effects solely in a qualitative manner, e.g. *the heart rate fell; the rise in blood pressure was greatly attenuated; the contractions were markedly reduced or abolished; the binding of ABZ 273043 was significantly inhibited or virtually eliminated; the rank order of potency was X>Y>Z; the response was not potentiated; an inhibition was usually seen.* It is **insufficient** simply to state that *there was* (or *was not*) *a significant change.*

Where it is not possible to provide quantitative data (e.g. in certain histological, histochemical or immunohistochemical investigations) particular care should be taken to indicate how convincing evidence of changes (or lack of change) was obtained.

**Abstract Checklist for Authors, Referees, Chairpersons (Clinical Pharmacology Section)**

*This checklist is intended to help authors in the preparation of their abstracts, and to assist referees and chairpersons in reviewing abstracts. We hope that it will make it easier for authors to ensure that their abstracts conform with the Society’s standards of preparation, and thus allow more time at the meeting for discussion of the scientific content of their work. When submitting the abstract, the corresponding author must confirm (tick box) that the work meets the required ethical standards for experimentation:*

*For research using animals / animal tissues, all procedures meet the following requirements as appropriate of the Animals (Scientific Procedures) Act 1986 / ASPA Amendment Regulations 2012 for work performed in the UK, or under the EU Directive 2010/EU/63, or for work carried out elsewhere, all procedures meet with current equivalent national legislation/guidelines.*

*For medical research involving human subjects, including research on identifiable human material and data, the World Medical Association (WMA) Declaration of Helsinki as a statement of ethical principles has been adhered to, and procedures concur with equivalent standards set by the relevant national or institutional body. The Society reserves the right to reject work that does not appear to comply with the directives above.*

The hypothesis under investigation and/or the objective of the
study are clearly stated [ ]

The study has been approved by an ethical committee [ ]

The abstract is new with original data [ ]

The receptor nomenclature conforms to BJP/TiPS terminology [ ]

If this is the first report of a drug with only a serial number,
the authors have given the full chemical name [ ]

Any non-standard abbreviations are explained [ ]

The subjects under study are well described,
including numbers [ ]

The abstract describes completed work, and no findings
are presented which are not in the abstract [ ]

The statistical analysis is appropriate [ ]

Estimate of variability (SD, s.e.m., range) and
precision (95% C.I.s) are given, if appropriate [ ]

The abstract contains a conclusion [ ]

The conclusion is justified by the results [ ]

The references are in the correct format [ ]

*Do the authors wish the abstract to be published?*  Yes[ ] No [ ]

***In vitro* studies (e.g. drug metabolism)**

The assay details are adequate [ ]

Units of measurement are given [ ]

It is clear whether numbers given refer to different preparations
or replications of the same preparations [ ]

Where appropriate, sex, weight and strain of animals are given [ ]

**You are a member of the NVKFB**