

Abstract Submissions

General information

1. There is a **300-word limit**.
2. Before you submit your abstract **ask your supervisor to check it, including the author list**. Trainees sometimes submit abstracts without explicit approval from their supervisor. This results in frantic phone calls to correct authors who have been omitted or who are in the wrong order and/or trying to fix data. It is very often too late for us to make these amendments.
3. After you have submitted your abstract, you can amend it until it is scored. However, you **MUST complete the submission process** if you make any edits to your abstract.
4. Abstracts are scored by the BPNA Research Committee. You will be notified whether or not abstract has been selected by the end of October.
5. To present, you must be registered for attendance at the conference **AND** must be one of the submitted authors.
6. Pharmaceutical companies are permitted to submit abstracts that contain their own data, but the presenting author must be a doctor or allied health professional currently practicing clinically in Paediatric Neurology or other related discipline and must be one of the submitted authors.
7. If you are submitting an abstract on behalf of a Charity and need further guidance, please do get in touch with abstracts@bpna.org.uk.
8. Encore abstracts are permitted. In the 'Disclosures' section of your submission, please state where the abstract has been previously accepted.
9. All selected abstracts are published in 'Developmental Medicine & Child Neurology' (DMCN). You can include the publication reference on your CV. Submission of your abstract acknowledges your acceptance that the abstract will be published in the BPNA Conference app and online and by DMCN.

How to register on the abstract submission system 'Oxford Abstracts'

To sign up for an Oxford Abstracts account, you only need to register once, using the email address registered in your BPNA account. If you do not have a BPNA account already, please create one using this link https://bpna.org.uk/bpna_reg.php.

You can submit as many abstracts as you wish, using this registration ID.

1. Choose your submission type and click the corresponding link:

SUBMIT ABSTRACT

SUBMIT SPONSORED SYMPOSIA APPLICATION

SUBMIT MACKETH PRIZE APPLICATION

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2. Select '**Sign up with email**'

3. Enter your **email address (this must match your BPNA account email address)** and your **name**.

4. **Create a password** and check your inbox for a **verification link to confirm your email**.

5. After verification, you will be **redirected straight to your chosen submission form** to start your abstract submission.

How to submit an abstract

Before submitting your abstract, please prepare it in a word document and have it ready to copy and paste. Log in to the submission system 'Oxford Abstracts' using your email address and password. Use the 'forgotten password' link for a reminder.

STAGE 1 OF 4

1. **Organization Type:** Select **Yes** or **No** to indicate if you are submitting on behalf of a charity or a pharma company & click **Next**.

STAGE 2 OF 4

3. **Abstract Title:** Enter the full title of your abstract. Be sure to spell out any abbreviations or initials.
4. **Abstract Body:** Paste your text into the provided box.
 - **Word Limit:** Maximum of **300 words** (abstracts exceeding this limit will not be reviewed).
 - **Required Headings:** You must structure your text using these exact headings: *Objective, Methods, Results, Conclusions, and Acknowledgements* (if appropriate).
 - **Accuracy:** Ensure your text is clear and accurate. Due to tight editing timelines, organizers cannot contact authors with queries; however, stylistic and glaring errors will be corrected.
 - **Restrictions:** Do not include tables, graphics, or references.
5. **Category:** Select the Category in which your abstract belongs & click **Next**.

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6. **Add Primary Author:**
 - Enter first name, middle initial (where applicable) and family name.
 - Indicate if they are a Presenting or Senior Author.
 - Indicate if they are a Trainee, Medical student or Allied Health Professional.
 - Create the first affiliation for your first author. If they have a second affiliation, click 'Add another affiliation' and add the 2nd affiliation. Repeat this process until all affiliations for the first author are logged.
7. **Add Additional Authors:** To add an additional author, click Add another author. You can add the affiliations you have already created to the new author. Or, you can create different affiliations.
 - * **Important:** Do not create duplicate affiliations. Reuse existing affiliations in the order they were initially added.

Authors must be entered in the exact order they should appear in the abstract journal supplement. Use the **Up** and **Down** buttons to rearrange the order.
8. **Supervisor Approval:** Tick the box to confirm that the submission of this abstract has been officially approved by your supervisor.
9. **Presenter attendance at the BPNA Conference:** Indicate how the Presenter will be attending the conference

10. **Video Challenge:** Indicate if there is an appropriately consented video associated with your abstract that you would like considered for the Video Challenge session.
11. **Disclosures:** Indicate if you have any disclosures to make (e.g., if the study was funded by a pharmaceutical company, or if it is an encore abstract) & click **Next**.

STAGE 4 OF 4

12. **Permission to publish:** Check the box to officially give the British Paediatric Neurology Association (BPNA) permission to publish your submission on electronic media and in hardcopy if it is accepted for presentation
13. **Declaration:** Read through the mandatory confirmation text carefully:
"I confirm all the authors listed on this abstract have given their approval for me to submit this abstract. The senior author has reviewed the content and approved the abstract text and the order in which the authors are listed. I understand I will not be able to make any changes to the content or authors after selection."
Click the standalone checkbox directly beneath this statement to verify your agreement.
14. **Signature & Date:** Type your full legal name to serve as your digital sign-off & select today's date from the dropdown calendar.
- **To Double-Check Previous Work:** If you need to review your earlier entries (Stages 1 through 3), click the **PREVIOUS** button on the bottom left.
 - **To Finalize:** If all information is accurate and complete, click the blue **SUBMIT** button on the bottom right.
 - **Edit your abstract after submission:** You can update or edit your responses even after submitting. Any changes must be completed before the submission deadline on **7 September 2026**.
NOTE: If you edit after submission, you must continue to the end to resubmit.

GUIDELINES & TIPS on abstract writing and poster creation

For additional guidance on writing abstracts and designing posters, please refer to the following resources:

[Abstract Writing Guidelines and Tips](#)

[Poster Creation Guidelines and Tips](#)

[Examples of High Scoring Conference Abstract](#)

ATTENDANCE

All abstract presenters (including poster, oral and video challenge) are expected to attend the physical conference.

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