UTG PRESENTATION: GUIDANCE NOTES

LONDON (28th – 30th September 2023)

ACCEPTANCE AND MARKING CRITERIA

The UTG session (28th September 2023) is very popular, with an increasing number of StRs wishing to present their research in this manner. Therefore, all abstracts will be subject to blinded review by two independent members of the UTG based on clear eligibility and acceptance criteria provided below.

Eligibility criteria
- BOS TGG Member
- Research undertaken as part of a UK orthodontic training programme
- Research of Masters/DDS level or equivalent, completed within 12 months of the BOC.

Shortlisting criteria

Research question

Was the question clear, concise and relevant?

Were the objectives related to the aim of the study?

Methodology

Was the design appropriate to the research question?

Was the methodology well reported?

Have steps been taken to minimise bias (where relevant)?

Outcomes

Were the outcomes appropriate and relevant to the research question?

Were all outcomes clearly reported?

Quality of the abstract

Includes aspects such as clarity, English, completeness

Is the abstract of sufficient quality to be published in the Journal of Orthodontics?

The same criteria, together with an assessment of the overall quality of the presentation, will be used for judging the presentations in the UTG session.

ABSTRACT PREPARATION

It is important that you read and follow carefully the abstract preparation information below (see sample abstract below).

1. A structured abstract of no more than 250 words in length is essential and this should be contained within the designated area of the box. The word count must be stated. The font must be Arial 12-point. NO other font will be accepted due to the direct reproduction process.

2. Proofread your abstract carefully. If you include tables, charts, and/or columns in the abstract, the font size must remain the same for all information.

3. The title of abstract, author names and affiliations should be placed in the top space and formatted as follows:
• Limit your title to 10 words or fewer. The title should indicate the content of the abstract in a concise manner.
• Starting after the title, list each author's name in CAPITAL letters. The surname should be first followed by the first and middle initials, as the index will be based on this information.
• Indicate the presenting author using an asterisk (*) placed after the name of the presenting author.
• The name(s) of the institution(s) must follow the last author's name and should be enclosed in parentheses. Addresses may be abbreviated.

4. The text of the abstract should be structured in the main space as follows:

- **Objective/s** - The abstract should begin with a brief statement of why the study was performed. It should be possible to make a connection between the conclusion and the objective.

- **Design** - A description of the type of study.

- **Setting** - Where and when the study was undertaken.

- **Participants -** How the sample was selected and from what population.

- **Materials and Methods** - A brief description of the method, sufficient to demonstrate scientific rigour.

- **Results** - The main results should be stated, supported by appropriate statistics.

- **Conclusions** - Only conclusions supported by the data presented should be included. The limitations of the study should be highlighted.
- **Name of supporting agency and grant number** - If any.

5. Submit the abstract on the form provided. If the abstract does not conform to the formatting indicated by the guidelines above and as demonstrated by the sample abstracts, it will not be accepted for presentation.

6. Please complete the on-line registration and uploading of the completed abstract via the BOS website by **5pm on Friday 21st April 2023**. You will be notified of the outcome in early June and if successful, further details on the presentation with be supplied nearer the time. Acceptance of an application to present carries the obligation for the presentation to be given as outlined in the accepted abstract.

If you are not accepted to present at the UTG session, then your abstract will be automatically put forward for the poster presentations unless you indicate otherwise.

If you have any questions regarding the application process, please contact
Jennifer Galloway (gallowayjl@cardiff.ac.uk).