

Instructions for Authors: Preparing and Submitting an Abstract

General Guidelines

Accepted abstracts will be published in an online supplement issue of *Toxicon*. Authors of the accepted abstracts will have the opportunity to submit a PDF of and/or 10-minute presentation(s) of their poster(s) (max 5 slides with audio and/or video – at their own expense) for the Virtual Poster Hall. The poster presentations will be available on the INA website for 6 months post-conference and will not be downloadable.

Encore abstracts are acceptable, but abstract(s) that were submitted and accepted for the TOXINS 2021 Virtual Conference cannot be resubmitted for TOXINS 2022 unless the data has been updated.

Abstracts will be reviewed by the Organizing Committee on a rolling basis until the final abstract submission deadline. Corresponding authors can expect to receive notification regarding the status of their abstract within 6 weeks of submission.

Abstracts must be submitted via the website. Only abstracts submitted via the online submission form will be sent to the Organizing Committee. Abstracts submitted by fax or e-mail will not be accepted.

Abstracts must be submitted in English.

Please contact the Secretariat at info@neurotoxins.org if you submitted an abstract but did not receive confirmation that it had been received.

Submission Checklist

Please ensure the following:

- Full contact information for the corresponding author and names of the co-authors are provided.
- The abstract is prepared in English.
- The character count of the abstract does not exceed 2000 characters including spaces (approximately 500 words). The character count does NOT include author information, title, footer, keywords or financial support.
- You may submit one chart or table. Charts or tables should be inserted in the body of the word document as a text file and NOT as an image. They should be called out next to the relevant text in the abstract.

- Charts/tables are not included in the 2,000-character count. Inclusion in the publication is subject to space limitations.
- A maximum of 6 keywords is permitted.

Abstracts must be uploaded to this website portal by clicking on the "Submit Abstract" button shown below. The abstract submission deadline date is 12:00 midnight Eastern Daylight Time on Friday, 29 October 2021.

Abstracts

The abstract should be concise and factual. Each abstract should briefly state the purpose of the research, the principal results, and major conclusions. Abstracts should be structured as follows:

Format Example for Structured Abstracts (unstructured abstracts will also be accepted)

Title: Bold, Justified left and in **upper low case** (see example below)

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Abstract title

Titles should be concise, specific, and informative, and should relate to the key points of the work.

Authors' & Corresponding author's names and affiliations

Information should include author name, affiliation, city, state, province/region, and country. To specify individual author information, use superscript lower case letters of the alphabet sequentially next to the author's name and corresponding author information. The author information should appear immediately after the author name listing. The first author should be listed first.

Corresponding author contact information

Information should include: author name, affiliation, e-mail address, mailing address, city, state, province/region, zip/postal code, and country.

The corresponding author should be indicated with an asterisk after his/her name in the listing of authors. The corresponding author's contact information should appear immediately after the line listing the authors' information.

Introduction

Briefly state the precise objectives of the research or study question and explanatory background.

Methods

Clearly state the experimental methodology. Describe the study setting, basic design of the study, its duration, and the duration of follow-up. State the clinical disorder(s), important eligibility criteria, key sociodemographic features of patients, and number of participants. Explain the interventions (for clinical trials) or exposures (for observational trials).

Results

Results should be clear and concise. The main outcomes of the study should be reported and quantified, including baseline characteristics and final included/analyzed sample, along with confidence intervals or P values.

Conclusions

The main conclusions that are supported by the study should be presented indicating clinical or health policy implications.

Keywords

A maximum of 6 keywords should be provided immediately after the abstract to be used for indexing purposes. General and plural terms and multiple concepts should be avoided. Abbreviations should be used sparingly; only abbreviations firmly established in the field should be used. All keywords should start with a capital letter and be separated by a semicolon.

Abbreviations

Abbreviations should be defined at their first mention in the text, and should be used consistently throughout the abstract.

Figures

Ensure the illustration has a caption comprising a brief title and a description of the illustration. For pictures or images, accepted formats are jpg, gif, and png. Picture files should be saved to the smallest file size of acceptable visual quality. Figures each should be called out next to the relevant text in the abstract.

Tables/Charts

Tables/charts should be inserted in the word document as a text file, not as an image and should be called out next to the relevant text in the manuscript. They should be numbered consecutively in accordance with their appearance in the text and carry a descriptive label.

References

References should be numbered with a superscript where they are cited in the abstract except where there is only a single reference. In the case of multiple references, a numbered list of all references cited in the text should appear at the end of the abstract with each reference styled according to the applicable example shown below. Single references should be called out in parentheses where they apply in the body of the abstract (author surname, year of publication. [For items with two authors, include both names. For items with 3 or more authors, include the first author's surname and then "et al" or "and colleagues"]).

Reference Formatting

In the reference list, references should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc, placed after the year of publication.

Examples:

Reference to a journal:

Wissel J. Towards flexible and tailored botulinum neurotoxin dosing regimens for focal dystonia and spasticity – insights from recent studies. *Toxicon*. 2018; 1:147:100-106.

Reference to a book:

Jankovic J, Albanese A, Atassi MZ, Dolly JO, Hallett M, Mayer NH, eds. *Botulinum Toxin: Therapeutic Clinical Practice and Science*. Philadelphia, PA: Saunders Elsevier;2009.

Reference to a chapter in a book:

Swaminathan S. Molecular structures and functional relationships of botulinum neurotoxins. In: Jankovic J, Albanese A, Atassi MZ, Dolly JO, Hallett M, Mayer NH, eds. *Botulinum Toxin: Therapeutic Clinical Practice and Science*. Philadelphia, PA: Saunders Elsevier;2009:15-29.

Reference to a website:

American Society for Aesthetic Plastic Surgery, Cosmetic (Aesthetic) Surgery National Data Bank Statistics, 2018. https://www.surgery.org/sites/default/files/ASAPS-Stats2018_0.pdf. Accessed August 1, 2019.

Abbreviations of journal names can be found in PubMed.

Use only standard abbreviations in the text. Place special or unusual abbreviations in parentheses after the full word appears the first time.

Use generic names of drugs. Express numbers as numerals.

Financial support of the research being published should be indicated.

Please see accompanying sample abstract for additional guidance. Submitted abstracts that do not comply with the required format will be returned for proper formatting.

Download: [Sample Abstract Submission Format \(docx, 21KB\)](#)

Submission Checklist

The following list will be useful during the final checking of an article prior to sending it to the journal for review.

TOXINS 2022

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded, and contain:

- Keywords
- All figures with captions
- All tables (including titles)
- For pictures or images, accepted formats are jpg, gif, and png.

Further considerations

- The abstract has been "spell-checked" and "grammar-checked"
- All references mentioned in the reference list are cited in the text and vice versa
- Permission has been obtained for the use of copyrighted material from other sources (including the Internet)
- Before you submit your abstract, Name your file by using the " First Author's" last name, first name (example – Doe, John)