



Section of Coloproctology  
**CALL FOR ABSTRACTS FOR SHORT PAPER SESSIONS**  
**(Includes THE JOHN OF ARDERNE MEDAL)**

**Wednesday, 23 November 2011**

**Short papers meeting at the Royal Society of Medicine**

Deadline for submission of abstracts: **Friday, 9 September 2011**

**Wednesday, 22 February 2012**

**Symposium: How to review a paper and short papers meeting  
at the Royal Society of Medicine**

Deadline for submission of abstracts: **Friday, 9 December 2011**

**Thursday 24 – Saturday 26 May 2012**

**Overseas meeting in Geneva**

Deadline for submission of abstracts: **Friday, 20 January 2012**

**Instruction to the typist**

1. A “blind” selection process will be used. No identifying features such as names of hospital, medical schools, clinics or cities may be listed in the body of the abstract.
2. Abstracts must be typed in English in single line spacing using a computer. The font size must be either 10 or 12.
3. The length of the abstract **must not exceed 200 words**.
4. The left hand side should be straight (left justified).
5. Do not indent the first line of each paragraph.
6. Do not use linked footnotes or bibliographies in your formatting.
7. The first author listed in the abstract is considered to be the principal author and presenter of the paper.
8. The title should be as brief as possible but long enough to indicate clearly the nature of the study. Write and underline the names of the authors next, with one first name in full. After the authors, give the location of the institute where the work was done and begin the body of the abstract on a new line.

**Instruction to authors**

Abstracts should state briefly and clearly the purpose, methods, results and conclusions of the work.

**Introduction:** Clearly state the purpose of the abstract.

**Methods:** Describe your selection of observations or experimental subjects clearly.

**Results:** Present your results in a logical sequence in text, tables and illustrations.

**Discussion:** Emphasise new and important aspects of the study and conclusions that are drawn from them.

Please note: The abstract will be published in “Colorectal Disease” and must not have been published previously elsewhere (some latitude is permitted for papers submitted for the Overseas meeting).

Please format your paper as specified below:

**TITLE OF YOUR PAPER**

**John WS Smith FRCS, Janet F Field FRCS and Robert FW Jones.** St. Francis Hospital, Bournemouth, UK.

Begin the body of the abstract on this line and do not indent the first line of each paragraph.

Abstracts should be sent as an email attachment in Word format to [coloproctology@rsm.ac.uk](mailto:coloproctology@rsm.ac.uk) with full contact details of the presenter provided in the body of the email.

Please note: There can only be one submission per person.

### **Advice to authors**

Once we have received your abstract at the RSM, on the closing date a complete list of abstracts is sent to all the members of the Council of the Section of Coloproctology.

Council members mark each abstract out of 10, these marks are sent back to the office where an arithmetical score is compiled and those abstracts with the 8 highest scores (6 for the meeting on Wednesday, 22 February 2012) are chosen, with a "first reserve" system for the two sequential papers.

The authors are notified immediately. If any presenting author is unable to attend, then paper 9 is chosen instead.

A few days prior to the meeting, the abstracts are being printed out for the programme. Reasonable alterations/additions/updating of results can be entertained up til the preceding Friday.

### **Advice to Trainee Presenters**

You have a very knowledgeable audience whose members are likely to be thoroughly familiar with the background to your work, so do not waste precious time on a lengthy introduction but proceed rapidly to the "meat" of your presentation. You will not be marked down for finishing early, but you will for overrunning.

### **John of Arderne Medal**

During the meeting, those papers from trainees are marked by selected senior members of the Section for this prestigious award, which is given for that paper gaining the highest marks in any of the Sections Meetings, including the Teaching Days and also the Overseas Meeting. Award of this medal comes with a **Travelling Fellowship** which pays for the trainee to attend the following year's Overseas Scientific Meeting.

### **Travel**

Reasonable travel expenses will be reimbursed by the Section **All presenters are invited to dinner with the members of the Coloproctology Section Council members, please indicate beforehand if you wish to avail yourself of this offer.**

### **Publication in Colorectal Disease**

All original abstracts are published in Colorectal Disease (the House Journal for the Association of Coloproctology of Great Britain and Ireland), a publication which is covered by the Citation Index. Thus each paper constitutes both a presentation to a learned society and a journal publication

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