



## Abstract Instructions

### IMPORTANT DATES:

- Abstract submission deadline: **February 28, 2014**
- Confirmation of abstract acceptance: **March 14, 2014**
- Last day to edit abstract- Printing deadline: **April 18, 2014**
- E-poster (digital PowerPoint poster) submission deadline: **May 9, 2014**

**IMPORTANT-** Read instructions prior to submitting abstract paper! Abstract papers will be printed as submitted, proof read and edit prior to submitting paper. Abstract papers will be reviewed and accepted based on the following guidelines:

### WELCOME!

The **International Association for Dental Traumatology** (IADT) will host its **18th World Congress on Dental Traumatology** at the Military Museum and Culture Center, Istanbul, Turkey (**19-21 June, 2014**). The IADT Research Reports will provide researchers and clinicians throughout the world with the opportunity to present and discuss their investigations. If you are involved in dental trauma, we urge you to submit an abstract for consideration prior to **February 28, 2014**. Written confirmation on the status of abstracts will be sent by email **March 14, 2014**

### 1. GENERAL ABSTRACT RULES & GUIDELINES

1. Only one (1) research abstract and/or one (1) case abstract shall be presented per one registered individual.
2. Individuals can co-author multiple abstracts.
3. Only electronically submitted abstracts will be accepted (Section 2).
4. Abstract papers will be printed as *submitted* and not edited by conference committee... ***Proof read and edit prior to submission***
5. All abstracts must be submitted in English.

#### 1.1. Presenter Agreement- All presenters must agree to the following conditions when submitting an abstract:

1. Affirm that any work with human or animal subjects reported in the abstract complies with the guiding principles for experimental procedures found in the ***Declaration of Helsinki of the World Medical Association***, and this research project has been duly cleared by their Institutional Review Board (IRB) or institutional Ethics committee or an equivalent ethical body.
2. Agree that if the abstract is accepted, IADT has permission to publish it in printed and/or electronic formats.
3. If you are exceptionally unable to attend the meeting, a co-author may do it if you inform the organization in advance.
4. The contents of the presentation should be pertinent to dental traumatology (see also the Congress themes with the topics).
5. All abstract presenters are required to register for the Congress.
6. When the author's registration is not confirmed by **March 28, 2014**, The Organizing Committee will be forced to withdraw the abstract from the official program.

#### 1.2a. Research Presentations:

**1.2a.1. Oral Research Presentations:** A select number of research presenting authors will be requested to make oral presentations. The scheduled sessions are on **Thursday, June 19, 2014** (2pm-7pm). The presenters will be given 6 minutes of presentation (with slides), followed by 3 minutes of discussion. ***Time allotment is subject to***

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*change, based on available time and number of oral presentations. Specific presentation time allotment will be stipulated with confirmation of oral presentation.*

**1.2a.2.** The presentations should be completed within this time frame using maximum 20 slides. Accepted oral research presentations will also be requested as E-Posters (electronic posters) that will be available on the congress website prior to the event (see section 6).

**1.2a.3.** Based on available time allotments, there will also be invited research presentations as E-Posters only (see section 6).

## **1.2b. Case Presentations:**

**1.2b.1. All Case Presentations** will be made by utilizing E-Posters displayed on LCD screens and they should be prepared accordingly (see section 6). E-posters will be available for participants' viewing throughout the congress.

## **2. PREPARING TO SUBMIT AN ABSTRACT**

All abstracts must be submitted online via the IADT 2014 conference website. Faxes, photocopies or e-mailed copies will not be reviewed. Link to **Call for Papers- Abstract Submission** (located in left side-bar) to submit your abstract electronically:

Each completed submission is peer reviewed for its scientific content by Research Reports Committee.

### **2.1. Important Submission Elements**

1. **Classification:** Each abstract should be submitted under one of the following categories:

- Epidemiology, social aspects, education, diagnostics
- Esthetics/prosthetics/ restorative
- Oral & maxillofacial surgery/transplant/implant
- Pediatrics and orthodontics
- Prevention and sports dentistry
- Endodontics and periodontal aspects

2. **Titles, authors and institutions:** The sum for the abstract title, authors and institutions is limited to 10 words. Make the title dynamic and conclusive, rather than descriptive.

3. **Authors:** Each author should be added separately to the submission. Enter first (given) name, and last (family/surname) name for each author. One person must be identified as the presenting author. Place asterisk (\*) after presenting author.

4. **Institutions:** Please do not list the department/branch in the institution/affiliation field.

5. **Abstract Text:** All abstracts should be 400 words or less. Titles, authors and authors' affiliations are not counted in the characters limit (references are not collected). When composing your text, *be sure to use a Word document* file in order to save your abstract in advance. You can write your abstract directly into the online form but we are not responsible if for any reason your internet connection fails. Do not include your title or authors in the abstract text—these items will be collected separately. Do not include references. If the abstract is based on research that was funded entirely or partially by an outside source, then be sure to enter the appropriate information (funding agency and grant number if applicable) at the title step. You do not need to re-enter the information with your abstract text. However, all external funding must also be included in the presentation (if accepted). Tables and Graphics should not compose the abstract.

6. **Content of the Abstract:** The abstract must contain a brief statement of:

- The Purpose, objectives of the investigation
- The experimental Methods and Materials used
- Essential Results, including data and, where appropriate, statistics
- Conclusion.

**7. Other Items:** the following information should be submitted:

- Keywords: all abstract submissions may select 3 keywords.
- Contact Information: make sure to include a correct e-mail, address/phone number for the presenting author.

**8. Common Mistakes to Avoid**

- Failure to state purpose/objective and conclusion.
- Failure to state sample size and data.
- Excessive use of abbreviations.
- Excessive use of commercial product names
- Typographical errors.
- Writing your abstract at the last minute (this increases stress and leads to errors).  
Make sure to show your abstract to a colleague prior to submission to avoid making common mistakes.

**2.2. Characters Limit Help**

1. Always hyphenate when possible (e.g., use “composite-resin restorations”, rather than “composite resin restorations”), and string together complicated phrases with hyphens.
2. Abbreviate extensively (i.e., introduce abbreviations quickly and use them. Do not say hybrid zone but rather introduce hybrid zone (HZ) and then use HZ from that point onward).
3. Always close spaces between numbers and units (e.g., instead of 30 mm, say 30-mm or 30mm; never leave spaces between numbers & standard deviations; and replace “ $30 \pm 5$ ” with “ $30 \pm 5$ ”).
4. Make sure that there is no inadvertent ‘dangling punctuation’ in the text, such as a comma or period that is not immediately adjacent to a word.
5. Eliminate as many “articles” (a, an, the, ...) as possible.
6. String together all of the steps in the Materials & Methods section so that you are not starting and stopping individual sentences with separate subjects, verbs, and adjectives [e.g., “The samples (n=10/gp) were etched (37% H<sub>3</sub>PO<sub>4</sub>), washed (15s), stored (37°C, 7d), conditioned (25°C, 10m), tested (0.1mm/m), and statistically analyzed (ANOVA, Tukey’s, p<0.05).”].
7. Replace statements with equations [e.g., Instead of “10 samples were tested for each group” insert “(n=10)” into an appropriate sentence.].
8. Report all statistical differences with superscripts on results that can be attached rather than requiring separate statements.

**3. CRITERIA FOR ACCEPTANCE**

Presentations will be selected on the basis of the scientific quality of the work as judged from the abstract. An impartial panel of reviewers (three persons per Group) will evaluate the content of each abstract. Selection of the abstracts will be made by these reviewers and the Research Reports Committee, whose decision is final. The following are the evaluation criteria used in the review of abstracts. This is provided to call your attention to points that will be considered. Since the abstracts are published in our conference syllabus and become part of the world's scientific literature, it is important that the content be scientifically sound and grammatically correct. Each abstract is reviewed so that high standards can be ensured.

**Reasons for rejection are:**

- The research is not innovative in its approach to the stated problem (methodology or data collection or analysis or data interpretation).
- Nature of problem not explicit from either title or abstract.
- Material too closely related to another abstract submitted by the same co- authors; they should have been combined into a single paper.
- Abstract poorly organized and/or not complete. Required information not given in abstract:
  - Purpose/Objective
  - Methods and Materials
  - Results (data and statistical analysis)
  - Conclusions
- Methods of obtaining data not appropriate with respect to the stated problem for the following reasons:
  - Methods not sufficiently precise to permit the measurements to be accurate, i.e., variations are within the error limits for the method.

- Sampling method contains inherent discriminatory factors not recognized.
- Size of sample insufficient to show significant conformity or differences.
- No well-defined criteria given for evaluation of variables.
- Choice of controls questionable.
- No control groups reported.
- Significance of results related to the nature of the problem being studied is not stated.
- Conclusions do not necessarily follow as a consequence of the method of analysis applied to the data. Conclusions not adequately qualified, i.e., conclusions have greater limitations than implied by the author.
- Correlations suggested may be fortuitous insofar as no plausible cause-and- effect relation has been suggested, and none is obvious.

#### 4. AWARDS will be presented to the best research (oral) and case (e-poster) presentations.

- **ELIGIBILITY:** Presenting author must be registered at the meeting. Due to the large number of submitted abstracts, award nominations will first be selected based on the quality of the submitted research and case abstracts. Please prepare your abstract paper accordingly (see Abstract Instructions & Guidelines).
- **ADJUDICATION:** Nominated Research and Case Poster presentations will be reviewed by a panel of judges during the scheduled award sessions. The Research Award nominees will be given 6 minutes of oral presentation (with slides), followed by 3 minutes of discussion. The Case Poster Award nominees will make their presentations (3 min oral + 2 min discussion) by using E-Posters on LCD displays (see E-Poster Preparation section at <http://www.iadt-dentaltrauma.org/2014conference/PresentationInstructions.html>).
- **ATTENDANCE:** Presenting authors must be present during the scheduled award sessions to be eligible for awards (see Program Schedule for Thursday, June 19, 2014).
- **PRESENTATION:** The awards will be presented Saturday, June 21, 2014 (4:00pm). We encourage all abstract presenters to be present.

#### 5. NOTIFICATIONS OF ACCEPTANCE

The official notifications will be e-mailed in March 2014 to all accepted presenters. Please do not call IADT regarding the status of your abstract prior to this date. The accepted abstracts list will be also available at the 18th World Congress on Dental Traumatology conference website at:

<http://www.iadt-dentaltrauma.org/2014conference/index.html>

#### 6. E-POSTER PREPARATION

As an innovative way, the 18th World Congress on Dental Traumatology will make the accepted abstracts (research and case) available as E-Posters on the IADT 2014 website, in order to stimulate discussion and allow more people to have access to the presentations in the congress. To this end, the E-Posters of research and case presentations should be sent to: [iadt@iadt-dentaltrauma.org](mailto:iadt@iadt-dentaltrauma.org) prior to **May 9, 2014**.

1. E-posters will be available only to the visitors throughout the event.
2. The presenting authors can distribute hand-outs of their poster(s) during the presentation(s).

##### Preparing the e-poster

- The title should match exactly the title of the submitted abstract.
- It should be written in capital letters.
- Below the title and in smaller letters there should be the name(s) of the author(s), institution, department/laboratory, funding agencies, city (state) and country.
- The presenter's name should be identified with an asterisk (\*) and accompanied by a photo posted on the upper right corner.
- The body of the poster should be self-explanatory, preferably with minimal text and maximum illustrations (pictures, diagrams and tables).
- Only for research, it is suggested that the conclusions are presented in bulleted format.
- It is not mandatory to insert abstract or the references.

The poster can be created in any software that save/export files as in JPG, JPEG or PNG file format. The tutorial is based on the Power Point.

- Create a new file in PowerPoint.
- Go to the File menu, Page Setup and configure a custom page size for PowerPoint 2000 (L 36 cm x 64 cm) or PowerPoint 2003/2007/2010 (L 28.59 cm x 50.8 cm) The difference between the versions is given, for the PPT2000 saved at 72 dpi and PPT2003/2007/2010 at 96 dpi.
- Create your poster on a single slide without animations, effects or transitions. Try to use large fonts, size 16 or higher for body text.
- Save your file in PowerPoint, using Save As (on the File menu) as JPG, JPEG or PNG.
- Right-click the file where it is saved and choose properties, then details and make sure that the file is with the following specifications: 1080x1920 pixels.
- **IMPORTANT-** Save your file name as your **last name\_first name**. *Example:* [Smith\\_Larry.jpg](#)
- Send the file in JPG, JPEG or PNG file format to: [iadt@iadt-dentaltrauma.org](mailto:iadt@iadt-dentaltrauma.org)
- **IMPORTANT-** Your emailed **Subject line** should read: **IADT e-poster**
- After receipt of the e-poster, a confirmation email will be sent.
- In case of doubt about the e-poster format, please contact the IADT Administration Office at: [iadt@iadt-dentaltrauma.org](mailto:iadt@iadt-dentaltrauma.org)

## 7. SUBMISSION OF MANUSCRIPTS TO DENTAL TRAUMATOLOGY

The official publication of the IADT (International Association of Dental Traumatology), Dental Traumatology welcomes submission of the manuscripts of the research (and case) abstracts presented at the IADT 2014 congress. Dental Traumatology is a peer-reviewed journal which publishes bimonthly, original scientific papers, review articles in the form of comprehensive reviews or mini reviews, relevant case reports and short communications about clinical methods and techniques. Further information can be accessed from the Journal website: <http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%291600-9657>

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## A/V INSTRUCTIONS FOR RESEARCH PRESENTATIONS

Audio / Visual instructions regarding available projection equipment, screen size and appropriate slide ratio to assist with your PowerPoint presentation will be forthcoming.

Presenters may review their presentation time on Program Schedule, after **March 28, 2014**.

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## PRESENTATION & PRESENTER POSTINGS

Abstract presentations and presenting authors will be posted to the IADT conference website after March 15, 2014

**Research Oral Presentations** will be posted on our [conference program schedule](#)

**Case and Research e-Posters** will be posted on our [poster presentations](#).

If your name does not appear on either of these two pages, contact the conference administration to verify your abstract has been submitted and approved: [iadt@iadt-dentaltrauma.org](mailto:iadt@iadt-dentaltrauma.org)

We look forward to seeing you in Istanbul, Turkey. Thank you for your support and contribution. If you have any questions, please feel free to contact the IADT Admin Office.

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