

## ACA Conference 2021

### Research Symposium: Submission Guidelines and Ethics Declaration

**Abstract Submission deadline:** Sunday 11 July 2021

**Notification of submission finalists:** Sunday 25 July 2021

#### **Submission Categories:**

Authors are invited to submit abstracts reporting original research of relevance to the practice of chiropractic. Abstracts are welcome across all areas of health-related research both quantitative and qualitative (inclusive of basic science research, applied or clinical research (observational and experimental)). Research previously presented at an ACA Conference will not be eligible for presentation. Preference will be given to research submissions that have not been published before the conference submission deadline. Each researcher is limited to submitting no more than three abstracts. Single case studies will not be accepted for presentation. Each researcher will be limited to one podium presentation should more than one abstract be submitted. Other abstracts may be offered poster presentations.

#### **Conditions of Submissions:**

**A) Platform (Oral) Presentations:** Not all abstracts will be selected for platform presentation. Those selected for platform presentation will be given a strict time limit of 10 minutes for the oral presentation. Additional time has been allocated for audience question time at the end of each of the two platform sessions.

**B) Poster Presentations:** Some abstracts will be invited for poster presentation. The *Presenting Author* for the poster is required to have the poster displayed in the designated poster area no later than the start of the first morning break on the Saturday of the conference weekend and is responsible for its removal after the conclusion of the last afternoon break on the Sunday. Please see the detailed 'Format for Posters' instructions below.

A designated author is required to stand beside their poster in the poster display area at required times (during conference breaks on the Saturday and Sunday) in order to be available to answer questions from delegates about their research poster. That means, poster authors may rotate this duty over the weekend. If circumstances prevent any authors from making the conference, you must arrange for a 'substitute presenter' with sufficient knowledge of the research to stand with your poster.

#### **Symposium Registration:**

All presenting authors are required to register for the conference by 28 August 2021 in order for their presentation details to be included Annual Conference 2021.

## **Abstract submissions instructions:**

All abstracts should be submitted electronically as a Word (.doc) file by **Sunday 11 July 2021**. Be sure to indicate on the *Abstract Cover Page* whether the abstract submitted is for a podium (oral), poster or for either. Please check you have received a confirmation email indicating we have received your submission. If you have not received a confirmation of receipt email within 48 hours of submitting your Abstract, please contact [craig.moore@mq.edu.au](mailto:craig.moore@mq.edu.au) to confirm it has been received.

**a) Format:** Abstracts submitted must not exceed 400 words (not including, Abstract Title, Authors, Affiliations, Funding acknowledgement and references) and should be typed, double spaced, in 12-point Arial font. Up to 5 references can be cited and listed at the end of the body of the abstract. Authors should use the Vancouver citation style. The abstracts should NOT include figures, tables or diagrams. Abstracts should be structured using the following headings:

**1. Title** should be in sentence case.

**2. Objectives** (includes the background and study purpose, aim and or hypothesis)

**3. Methods** (includes the study design, setting, methods)

**4. Results** (includes the main findings including summary statistics when appropriate)

**5. Discussion/Conclusion** (primary conclusions and potential recommendations based upon study findings that relate directly to the study purpose).

**b) Authorship confirmation:** The *Presenting Author*, is responsible for the content and presentation of the submitted research including the completion of the ethics declaration we provide. Abstracts will **NOT** be considered for presentation unless accompanied by completed ethics declaration page and *Abstract Cover Page*.

**c) Ethics declaration:** This requires you to include in your application a completed 'ethics declaration' page signed and dated by the Senior Author. Please state and sign where ethics was not required for the research submitted.

**d) PowerPoint files:** Presenters of research accepted for Podium (oral) presentation must bring a copy on a USB stick on the day of their presentation at the START of the break prior to the event commencing.

## **Review Process:**

Clinicians, students (undergraduate/post graduate) and senior researchers are encouraged to participate. All submissions will be evaluated by an independent and blinded scientific panel. Abstract submissions will be selected and scored based upon a criteria scoring system including practical significance, originality, scientific quality and presentation of the work. You may indicate whether you prefer the abstract to be Podium or Poster or either. The scientific panel will further advise on which accepted abstracts will be presented as an oral platform or as a poster presentation

**Abstract Cover Page: Please complete with submission.**

1. Name of the agreed author to represent this paper:

2. Contact details (email and phone):

3. Abstract title:

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.....

4. Author contributions (names of all authors underlining the first Authors name):

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5. Presenting authors current educational status:

- Undergraduate student  
 Graduate student (Master of Research or PhD)  
 Post graduate or senior researcher

6. This submission is made available for:

- Podium  Poster  Either podium or poster consideration

7. Funding acknowledgement(s) if applicable:

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8. Conflict of interest statement(s) if applicable:

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Signed:

Date:

Print Name of author representing this submission:

**Ethics Declaration: Please complete with submission.**

I (Print name):

Being the author responsible for presenting the research submitted for the ACA Research Symposium under the Abstract title:

Confirm, on behalf of and with the agreement of all Authors, that the research reported in this Abstract was conducted after first obtaining ethical approval from the following Research Ethics Committee to conduct the reported research:

Print name of ethics committee here (if applicable):

Print ethics approval number here (if applicable):

I confirm that; (tick the appropriate section(s))

Our research involving humans was conducted in accordance with the Australian Health Ethics Committee (AHEC) *National Statement on Ethical Conduct in Human Research.2007 (Updated 2014)*  
(<https://www.nhmrc.gov.au/guidelines-publications/e72>).

Our research involving the use of animals was conducted according to the *Australian code for the care and use of animals for scientific purposes 8th edition (2013)*  
(<https://www.nhmrc.gov.au/guidelines-publications/ea28>).  
(Please be sure to consult the above links for Australian-based research or seek academic advice regarding ethical matters where needed. It is important that the research submitted meets Australian standards for ethical research)

Please tick this box if the lead author of your submission paper is not Australian and was required to meet different national ethical requirements outside Australia. Please provide further details of the country and the national ethics code where ethics approval was provided for your submission. These standards will be reviewed against current Australian standards before submission approval is given.

The conduct of this research did not require ethical approval.

Signed:

Date:

Print Name of author representing this submission:

## Format guidelines for Poster Presentations:

- Each Poster display should not exceed AO size and should be presented in Portrait orientation. AO size: Metric = 1189mm x 841mm or imperial = 46.8 x 33.1 inches.
- The presenting author of the Poster Abstract is responsible for the proper assembly, mounting and overall presentation of his/her poster.
- The poster board petitioning provided by the conference consists of fabric over cork-board. Each presenter must provide Velcro fasteners to mount their posters.
- The title, authors and author affiliations should be displayed at the top of each poster. The official language of the poster session will be English. The size of the Illustrations and text must be large enough to be read from a distance of at-least 2 metres. The poster should be understandable without oral explanation. All lines should be heavily drawn. **1100 words** maximum is requested including the Abstract (but not including references).
- The poster should contain an abstract, an Introduction, Methodology, Results, Discussion or Conclusion and any related recommendations if appropriate. References can be displayed in smaller font.
- The poster must be mounted on the morning of the first day of the seminar before the morning break. Each poster must have an author or substitute to available to stand beside the poster during conference session breaks to answer questions from conference delegates.

The ACA reserves the right to publish all accepted conference abstracts (only) in the conference program and/or in the *Chiropractic Journal of Australia* but does not reserve the right to publish the full manuscript.

**Questions:** If you have any questions about the submission details or review process, please email Dr Craig Moore, [craig.moore@mq.edu.au](mailto:craig.moore@mq.edu.au)