



## Abstract Submission Guidelines

Thank you for your interest in submitting your abstract to the 7<sup>th</sup> Cereals & Europe Spring Meeting! To facilitate the submission process, please consider the following guidelines, information, tips, terms and deadlines mentioned.

In order for the abstracts to be evaluated by the Scientific Committee and be included in the Meeting program, they should be submitted via the online platform and must be received by the deadline.

You can only submit your abstract by filling in the **Online Abstract Submission Form**. Abstracts received by fax, e-mail or post will **NOT** be accepted. No exceptions will be made.

Please read carefully the **Writing & Submission Instructions**, before the submission of the abstract:

- Make sure that the contact information you submit is correct because it will be used for further correspondence via email. Pay more attention to the authors and institutions' names and in English.
- Make sure your e-mail address is the correct one in order the contact with the Organizing Committee of the Meeting to be enabled.
- Abstract submission is necessary for the presentation of the oral and e-poster presentations.
- Study the Thematic Topics thoroughly and submit your abstract accordingly.
- **\*You can present up to 2 abstracts as the Presenting Author.**
- You may elect either an Oral or e-Poster presentation. The Scientific Committee has the authority to change a presentation from oral to e-Poster and vice versa in case they decide it is necessary.

The dates of the evaluation and acceptance of the abstracts will be announced on the website of the 7<sup>th</sup> CESM 2022, as well as newsletters and e-mails. You should check your e-mails and the webpage of the Meeting regularly. All abstracts will be blind, peer-reviewed by members of the Scientific Committee. If the submitted abstract does not adhere to the rules outlined here, it will be disqualified automatically.

### With the submission of an abstract for CESM 2022, the submitting author:

- Accepts responsibility for the accuracy of the abstract and confirms that all authors are aware of the content before submission.
- Agrees to be the contact person for all correspondence related to the abstract and to inform co-authors about its status.
- Certifies that the information reported is for exclusive presentation in the session to which the abstract will be assigned if accepted.
- The submitter certifies that all persons entered as co-authors on this abstract are aware that their names will appear in all publications.
- The author/submitter affirms that the work submitted is original, except for excerpts from copyrighted works fully authorized by the copyright holders, and that all statements declared as facts are based on thorough examination and investigation for accurateness.



### No-Show Policy

If none of the authors of the abstract are present during the session in which it is assigned to be presented according to the program, the abstract will not be included in the Meeting proceedings and will be withdrawn.

### Withdrawal of an Abstract

If you want to withdraw an abstract that has already been submitted, please notify the Meeting Secretariat as quickly as possible at [cesm2020@artion.com.gr](mailto:cesm2020@artion.com.gr).

### Preparation of your Abstract Word Document

1. **Software** – Abstracts should be typed on a word processor (“.doc” or “.docx” format).
2. **Font, size, spacing, alignment** – They should be written in Calibri font 11 pt, single-spaced, without spaces between paragraphs and justified paragraph alignment.
3. **Spacing, paragraphs** – The first line of paragraphs should not be indented. There should be no spaces between paragraphs: title, authors and affiliated institutions/hospitals. There should be one single space between the affiliated institutions/hospitals and the abstract text.
4. **Title** – The title should be in **Bold sentence-case letters**, as brief as possible (no more than two lines) and it should not contain information that reveal the source of the abstract.
5. **Authors** – All of the names should be written in the nominative in Sentence-case letters; the surname should follow the first name; and the superscript should be inserted at the end with no space. The presenter’s name should be in bold; the superscript should not be in bold. Listed names should be separated by a comma, e.g.  
**Maria Papadopoulou<sup>1</sup>**, Alex Papadopoulos<sup>2</sup>  
<sup>1</sup>Spine and Scoliosis Unit, “KAT” General Hospital of Attica, Greece  
<sup>2</sup>Department of Neurosurgery, 424 Army General Hospital, Thessaloniki, Greece
6. **Topic** – The topic should be one of the thematic topics of the Meeting; in Italics sentence-case letters.
7. **Keywords** – All of the keywords should be written in the nominative in Sentence-case letters; they should be separated by a semicolon, e.g., Celiac disease; enzyme-linked immunosorbent assay; gluten-free; reference material; wheat
8. **Abstract Main Text** – Prepare your abstract electronically in English as a Microsoft Office - Word Document (.doc / .docx). Abstracts should fit on one side of an A4 sized page (297 x 210 mm); with a maximum of **300 words**. The standard body typeface is set in Calibri font, body size 11. Set all text fonts color to black. The body of your texts should be expressed concisely, to optimize your page space. Scientific names must always be formatted in italics but not followed by author names.
9. Drawings, figures and small tables are not allowed.
10. Abbreviations may be used after the reference has been written out in full in parentheses after the first appear in the text.
11. **References** – Type the references in the end of the main text, with a **maximum number of 3**. When more than one references is mentioned, the reference should be written in tactic numeration, e.g.
  1. Dura A., W. Blaszcak, C. M. Rosell. Functionality of porous starch obtained by amylase or amyloglucosidase treatments. Carbohydrate Polymers. 101 (2014) 837-845.




2. Dura A., C. M. Rosell. Physico-chemical properties of corn starch modified with cyclodextrin glycosyltransferase. *International Journal of Biological Macromolecules*. 87, (2016) 466–472.
3. Limberger-Bayer VM, de Francisco A, Chan A, Oro T, Ogliari PJ, Barreto PL. Barley  $\beta$ -glucans extraction and partial characterization. *Food Chemistry*. 2014; 154:84-89.

### How to Submit your Abstract via the Online Submission Form

1. Click [here](#) and create a new account for the Meeting.
2. To begin the submission process, you must first fill in your contact details, which is done on the **Contact Information** tab. After creating a contact, additional tabs will appear that will enable you to upload and submit your presentation.
3. Click on the Abstract Submission Formula and the process will begin.
  - i. Insert the abstract **Title**, with bold sentence-case letters.
  - ii. Next, select the **Presentation Type** of your abstract (Oral or e-Poster). Click «**Continue**».
  - iii. Select your favorable **Thematic Topic** that your abstract belongs to. Click «**Continue**».
  - iv. In the next field, you will be requested to add the **Presenter's and the authors' details**. Click «**Continue**».
  - v. Insert **ONLY** the **Abstract Body** either by filling in the text or by copying & pasting the already existing file for blind, peer-review.
  - vi. Upload the **full abstract document**, in word format (doc, docx) for the Meeting Program. Note, that the Abstract should be written following the **Abstract Template**. Click «**Continue**».
  - vii. Fill in the **Keywords**, one by one, in lowercase letters (the first one with the first letter capital), separated by comma.
  - viii. Write the mobile number of the Presenter.
  - ix. A summary of your completed submission will appear. Any sections that are still required to be completed for submission are noted in **red**. Click «**Continue**».
  - x. You must agree to the Terms and Conditions before you proceed. Click «**Submit**».

Your abstract has then been submitted! After submitting your abstract, you will receive a confirmation email immediately (please make sure to submit your correct email address!). Please, check your junk email folder if the notification email cannot be found in your inbox/received emails.

*ATTENTION: The appearance of the "triangle" symbol  indicates that you can edit your submission until the system closes and the evaluation process begins. You are able to edit your submitted abstract, by entering the online system, till the abstract submission process will be concluded and the system closes.*

*For any special request you may always contact the Project Manager of the Meeting, Ms. Kelly Angelaki, using the e-mail: [cesm2020@artion.com.gr](mailto:cesm2020@artion.com.gr).*

**Good luck!**