Annual Meetings of the Portuguese Society of Pharmacology (SPF)

Prepare in Advance: We strongly encourage you not to wait until the deadline to submit. To prepare for your submission:

- Be sure you have renewed your membership dues for 2024 if you want to take advantage of member discounts.
- The Abstract must be written in English, on A4 paper with 2.5 cm margins and single spacing, in Times New Roman 12 font. The title of the work must be placed in bold, followed by the names of the authors, after which they are identified the Institutions to which they belong, using a superscript number.
- The name of the co-author who will present the work must be underlined. The text relating to the title of the work, its authors and the institutions to which they belong must be centered.
- Be sure your Abstract title is no more than 150 characters (not including the spaces).
- Be sure your Abstract text and any optional support/funding information, when combined, are no more than 3,000 characters (not including spaces).
- The body of the summary itself should be organized as follows:

Introduction - a brief introduction or contextualization and clearly define the objectives
Material & Methods-The material and methods section must refer to the population studied, in the case of studies with humans, or to the species and strain of animal, or even to the cells used. The methods must contain some minimum information, such as the doses of drugs tested or administered and the methodology used. A brief reference to statistical treatment should also be contained in the material and methods section. In the case of studies with humans, the way in which the therapeutic groups were created and the method of administering the drugs must be indicated. Whenever applicable, the Ethics Committee that approved the test carried out must be mentioned
Results-The main results obtained should be described, making reference for the most relevant questions, to the numerical data found, with the appropriate units of measurement, errors and significance. Descriptions of results that make vague references to data to be presented are not accepted. **Conclusions-** The summary must end with a succinct but sufficiently clear conclusion of the work.
References: Bibliographic references must be identified in the text, using an Arabic numeral in parentheses, then described in the final part of the summary according to the following format:
[1] Coelho SH *et al*. Pharmacol Rev. 20120; 65(3): 525-32
Acknowledgments: The identification of financial support, as well as the Declaration of Absence of Conflicts of Interest or the Declaration of Interests, or other, must be made at the end of the summary.

CRITERIA FOR ABSTRACT ACCEPTANCE

All abstracts are reviewed by the SPF scientific committee. To be accepted for presentation abstracts must comply with the instructions, and they must meet the following criteria:

- **Scientific Merit** (original concept, improvement of the previous idea, expands the field);
- **Technical Quality** (there are no major design or analysis issues)
- **Abstract is Complete** (contains a clear and satisfactory Objective/Aim/Hypothesis, Design/Approach/Methods, Results, and Conclusion);
- **Relevance** (contributes to improvement in scientific understanding);
- **Originality** (no concerns about scientific integrity/plagiarism); and
- **Language** (satisfactory grammar/style and organization).

SCIENTIFIC INTEGRITY POLICY

SPF expects all authors to comply with generally accepted standards to avoid scientific misconduct.

Research Regulations

Authors must affirm that original studies in animals have been carried out in accordance with the Guide for the Care and Use of Laboratory Animals as adopted and promulgated by the European Directive 2010/63/EU, the Portuguese law on animal welfare (Decreto-Lei 113/2013) and were approved by the Institution's Animal Care and Use Committee or local equivalent. For investigations involving human subjects, authors must affirm that they have been carried out in accordance with the Declaration of Helsinki and approved by the Institutional Review Board(s) or equivalent ethics committee. For multisite studies, all IRBs must agree.

Authorship

All authors listed on your abstract should meet all of the following:

- Made substantial contributions to the conception and design, or acquisition of data; or analysis and interpretation of data;
- Contributed to the drafting of the abstract or revising it critically for important intellectual content; and
- Given their final approval to you for the version included in the submission to be published.
- The presenting author must be thoroughly familiar with the original data for the entire study and be responsible for the integrity of the whole work. If the abstract is found to be faulty or fraudulent, all co-authors share responsibility.

Submission of an abstract constitutes a commitment by the author(s) to present and scientifically defend their work in the format (oral presentation) assigned by SPF.

Multiple Submissions

You may be a presenting author or a co-author of more than one abstract. However, each submission must represent distinct research. The SPF Program Committee retains the right to reject all abstracts that they determine are duplicative or plagiarized, including self-plagiary.

Prior Presentation/Publication
Authors are not permitted to submit an abstract on work that has previously been published unless the abstract represents the further progression of the published research.

Responsibility of the Abstract Submitter
The person submitting the abstract on behalf of the authors attests to the following:

The merit of the abstract submission and presentation
The significant role in the research being reported of all authors listed on the abstract
All authors adhere to the Scientific Integrity Policy
The presenting author is eligible for any awards to which they are applying (if applicable)

Permission
The abstract submitter has the approval of all authors listed in the application to publish and present the information contained in the abstract.

Author Conflict of Interest
You are required to disclose—verbally and in writing on presentation slides and/or posters—any perceived or potential conflicts of interest, financial or otherwise. Conflicts of interest may include consultancies, stock ownership, equity interests, patent-licensing arrangements, lack of access to data and lack of control of the decision to publish or present or any other potential conflict). You are encouraged to include this within your abstract text.

BEST PRACTICES / TIPS FOR ABSTRACT SUBMISSION

Other Tips for Writing a Great Abstract

- **Titles should be informative but concise**, where relevant include how results were obtained primarily – in vivo/in vitro, method and species.
- **Write for a broad audience**. Pharmacology is applied to a wide array of topics, so be sure to write your abstract so it can be understood by researchers in other specialties. Define acronyms or, when possible, avoid using acronyms.
- **State your problem up front**. Clearly describe the problem you're addressing with your research. In the introduction provide a clear hypothesis or objective.
- **Provide concise methods**. That is, a brief statement that provides sufficient information to put your results into context.
- **Results are the body of the abstract**. This should be the largest section in your abstract. Back up statements of “increase” or “decrease” with data and statistical analysis.
- **Conclude with your interpretation of the significance of study**. End with a sentence describing the significance of the study and what it means for your field. It is not sufficient to say “the results will be discussed.”