

RULES FOR PRESENTING ABSTRACTS

II International Congress of Research, Training and Development in Nursing. 'Paving the way for a new future'

1. Projects that can be submitted

The following can be submitted: **end-of-degree project, end-of-master's projects or specialised subject, PhD thesis projects and completed theses.** Projects, or partial or final results may be submitted.

It is essential that participants are currently pursuing their degree, master's degree, speciality, or PhD, or have completed it in the last five years.

If these requirements are met, participants may submit research projects or assignments, systematic reviews, standardised care plans or plans based on a clinical case; and health education projects or programmes.

The studies must be original and unpublished, and must not have been submitted to other congresses or previously published.

2. Ways to present summaries

- Oral communication (8 minutes)
- Poster

3. Submission of abstracts

- Submission period: 15 April 2018 to 15 September 2018.
- The official Congress website provides full details of how to submit your abstract:

<http://www.ufv.es/congreso-internacional-enfermeria>

4. Language

Abstracts may be submitted in Spanish, English or Portuguese: either language may be used for the oral communication and poster.

5. Abstract structure

The abstract, which may be in Spanish, Portuguese or English, should be between 200 and 300 words. The Arial 10 font must be used. It is also imperative that abstracts are submitted using the templates downloadable from the Congress website (templates are available for the different types of work being presented).

- **Title** (in capitals, maximum 120 characters including spaces)
- **Authors:**
 - A maximum of six authors are permitted per communication.
 - As a minimum, the main author must be registered with the Congress within the established time limit.

- Each author may only be the main author of one communication or poster.
 - The main author will be the primary contact. All notifications (such as the acceptance or rejection of the communication, presentation mode, etc.) will be made via email to this person.
 - The authors' names will not be linked to the abstract text in order to ensure that the evaluations are anonymous.
- **Disclaimer.** The authors are solely responsible for the opinions and content of the communications and presentations. The communications will not contain text, data, images or audio-visual material that may infringe data protection rights. The Congress, the Congress organisers and committees, are exempt from all liabilities arising from non-compliance with the aforementioned conditions.
 - The Scientific Committee follows the regulations regarding authorship defined by the Comité Internacional de Directores de Revistas Médicas (CIDRM):
 - *'Certain conditions must be met for assigning authorship. Each author must have made a sufficient contribution to be able to take public responsibility for the content. One or several authors must assume responsibility for the whole work, from inception to publication. Authorship credit must be based on substantial contributions in terms of: 1) the conception and design of the study, or the acquisition of the data, or analysis and interpretation of the data s; 2) the drafting of the article or the critical revision of a substantial part of the intellectual content; y 3) final approval of the version to be published. These three requirements must be met simultaneously. Exclusive participation in fundraising, or in data acquisition, or general supervision of the research group does not justify authorship. The Scientific Committee may ask authors to describe their participation and this information may be published. Other people who have contributed to the work and who are not authors must be cited in the acknowledgements section.*
 - *Multi-centred trials that are attributed to a corporate author are increasingly common. In this instance, all group members who are cited as authors must fulfil all the criteria outlined above. Group members who do not fulfil these criteria must be mentioned, with their permission, in the acknowledgements section or appendix (see acknowledgements).*
 - *The order in which authors are named will be decided amongst the co-authors. The authors must be able to explain their reasoning.*
 - **The content** of the abstract must contain sufficient information about the communication that the authors wish to present, adhere to the established rules, and be structured in an orderly and coherent manner. It must be structured as indicated below, depending on whether it deals with research projects, systematic literature reviews, care plans or health education programmes:

Research projects

1. Justification.
2. Objectives.
3. Material and methods
 - Design
 - Study scope
 - Participants
 - Variables (quantitative) Dimensions (qualitative)
 - Tools, methods or procedures used to acquire data
 - Analysis of results
4. Results.
5. Discussion.
6. Conclusions.
7. Bibliography (3 to 5 bibliographical references in Vancouver style).

Systematic literature review

1. Introduction.
2. Objectives.
3. Material and methods.
 - Criteria for selecting case studies for this review.
 - Search strategy for identifying case studies.
 - Review methods o Sources.
 - Assessment of the quality of the case studies.
4. Results and conclusions.
5. Bibliography (3 to 5 bibliographical references in Vancouver style).

Care plan

1. Justification.
2. Diagnoses (refer to the taxonomy).
3. Performance objectives.
4. Indicators of expected results.
5. Nursing interventions.
6. Monitoring and evaluation.
7. Bibliography (3 to 5 bibliographical references in Vancouver style)

Health education projects or programmes

1. Statement of health problem.
 - Overview of problem.
 - Real or potential problem.
 - Importance of problem.
 - Epidemiology.
 - Evaluation of social impact.
 - Justification for the need to initiate a health education project strategy.
2. Objectives
3. Target population.
4. Suggested activities.
5. Available and essential resources.
6. Strategy for evaluating the programme development.
7. Bibliography (3 to 5 bibliographic citations in Vancouver style).

The abstract must not contain tables or graphs.

Sending communications implies acceptance of all the rules for the presentation.

The Scientific Committee of this Congress reserves the right to reject abstracts that are plagiarised or that have already been presented at other scientific events. The authors will appear on the certificate in the same order that they are listed on the submitted abstract. IF THE ABSTRACT IS ACCEPTED: you will be contacted before 30th September 2018 with instructions:

- The main author must register before the 15th October 2018 regardless of whether they are presenting a poster or oral communication.
- **For oral communications:** a PowerPoint presentation must be submitted before **15th October 2018** to the following email address: congreso.enfermerla@ufv.es

The file must be in PowerPoint format and named with the identity card number (DNI) or passport number of the principal author. Presentations that are received after the deadline will be eliminated from the programme.

If the principal author fails to register for the Congress before the deadline, the communications will also be eliminated from the programme.

- **For posters:** the principal author must bring the poster (printed in colour) on the first day of the Congress, and the organisers will hang it in the relevant area.
- The poster must be printed in colour, and the font must be large enough to be legible at around 1.5 metres. Instructions regarding the exact measurements of the poster follow:
- The posters will be displayed on the 17th November 2018. Authors must bring the posters (A0 size, 841mm x 1189mm, printed in colour) on the 16th November 2018.
- Posters must be removed by one of the authors at the end of the Congress' scientific programme, in order to ensure that everyone has a chance to read them. The Congress organisers cannot be held responsible for posters that are not removed at the end of the Congress.

6. Abstract evaluation process

The evaluation process will be carried out in pairs and is anonymous. None of the evaluators will know the identity of the author or authors, or the institution or research centre. The abstract and the evaluation will remain confidential.

Once submitted, the abstract will be evaluated within the time limits established.

The Scientific Committee will notify the principal author(s) regarding the acceptance or rejection of the abstract before **30 September 2018**.

The evaluation process will be undertaken in pairs and will adhere to the following criteria:

- Consistency between the title and the content of the work.
- Criteria regarding the abstract's structure and the internal consistency between the different sections of the abstract.
- Originality, scientific value of the work and the implications for practice.

7. Publication of abstracts in the Congress book

The communication abstract will be reproduced from the original and published in the Congress book with an ISBN number.

In the abstract submission form, you must state whether or not you authorise the publication of the abstract in the Congress book.

8. Prizes

Once the Scientific Committee has carried out its evaluations in pairs, the Congress will conclude with an award ceremony in which prizes will be given for each of the following three categories:

- End of degree project.
- End of master's project/ end of speciality project.
- PhD thesis.