

Common errors in abstract submissions

Common errors	Correct version	Comments/exceptions
Abstract title	Should be in sentence case NOT with Every Word Capitalised	
Names in abstract titles	Author and co-author names should NOT be included in the abstract title	
Headings in body of text: METHODS: APPROVALS: RESULTS: DISCUSSION: ACKNOWLEDGEMENTS: REFERENCES:	Headings in body of text: Methods Approvals Results Discussion Acknowledgements References	Except for case reports, for which the headings should be: Description Discussion Acknowledgements and consent References

Common text errors	Correct version	Comments/exceptions
Emergency Department (non-specific)	emergency department	
Emergency Department (named hospital)	Emergency Department	
Intensive Care Unit (non specific)	intensive care unit	'ICU' is acceptable
Intensive Care Unit (named hospital)	Intensive Care Unit	'ICU' is acceptable
Coronary Care Unit (non specific)	coronary care unit	'CCU' is acceptable
Coronary Care Unit (named hospital)	Coronary Care Unit	'CCU' is acceptable
District General Hospital (non specific)	district general hospital	'DGH' is acceptable
District General Hospital (named hospital)	District General Hospital	'DGH' is acceptable
never events	Never Events	
Caesarean	caesarean	
Numbers 1-10	one, two etc	except (e.g.) 5 ml
Numbers over 10	always numbers	
1st, 2nd, 3rd etc	first, second, third	
Mr X, Mrs Y	The patient	The abstract should be completely anonymised
When using colons	There should be a space after use of a colon: followed by the first word in lower case	

Common spelling errors	Correct version	Comments
preoperative	pre-operative	
perioperative	peri-operative	
intraoperative	intra-operative	
post-operative	postoperative	
postdural	post-dural	
anaesthetize	anaesthetise	
specialize	specialise	
anesthesia	anaesthesia	(unless, e.g., the journal <i>Anesthesia & Analgesia</i>)
hemorrhage	haemorrhage	

References	Correct version	Comments
	journal titles should be in full	If there are 6 or more authors then the first 3 should be listed followed by 'et al.'. If there are 6 or fewer, then all can be listed

Images and tables	Correct version	Comments
Small text included in tables	Text within tables should be a legible size when shrunk	
Poor quality images or dark images	Images should be of a good quality	Poor quality images do not improve the quality of your abstract. Be wary of dark images