

What are abstracts?

An abstract is a summary that is designed to give a brief overview of the essential information of a poster, article, presentation, or book. The abstract is a stand-alone document that conveys the objective, methods, results and conclusions of a study or research project.

Why publish?

Publishing the abstracts as a supplement to a recognized scientific journal ensures that a larger audience is reached and the abstracts have longevity through the Wiley Online Library.

How to submit abstracts to Wiley-Blackwell

Please submit abstracts to Wiley-Blackwell as a **single file with all abstracts in the order of the final publication**. Files must be in an editable format (e.g. MS Word or similar). If supplied as PDF or Excel spreadsheet the typesetting process will require more time. Once the abstracts have been typeset it is difficult and time consuming to make large changes like moving the placement of abstracts, and doing so may result in additional charges.

Files should be emailed to the Supplements Coordinator:

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Structure of abstracts

Abstracts should be no longer than 300 words in total (this includes title, text, references, table/figure, acknowledgements).

Abstracts should comprise the following elements, with each beginning a new paragraph:

- **Title:** The abstract title should be in initial capital/lower case, not all capitals.
- **Authors:** Authors' names should be supplied in the surname-last format and should be in initial capital/lower case, not all capitals. The presenting author should be listed first. Institutional affiliations should be indicated with superscript numbers following the author name.
- **Affiliation:** All affiliations should contain institution, city and country. The presenting author's affiliation should be listed first.
- **Abstract text:** Sub-headings (i.e. Introduction/Aims, Methods, Results, Conclusions) are encouraged. Abbreviations used must be defined in parentheses on first mention in the text.
- **References:** References are discouraged and should be limited to 3. References should be cited using superscript Arabic numerals in the order in which they first appear in the text and should follow the reference style of *Respirology* (see [http://onlinelibrary.wiley.com/journal/10.1111/\(ISSN\)1440-1843/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1111/(ISSN)1440-1843/homepage/ForAuthors.html)). Any references included in a reference list must be cited within the abstract text.
- **Tables/Figures:** Inclusion of tables and figures are discouraged and should be limited to no more than 1 figure or table. If a table or figure is included, it must be cited in the abstract text.
- **Acknowledgements/Conflict of Interest:** Any acknowledgements or conflict of interest statements can be listed briefly at the end of the abstract.

Please note that any editing of abstracts is restricted to corrections of spelling only. It is recommended however that you spell and style-check all abstracts, before submitting to Wiley-Blackwell for publication to avoid delays in publication.

Below is an example of an acceptable abstract.

Phenotypic differences in wound healing responses are reflected by differences in ECM reorganisation and MMP-2 activation

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Introduction: Fibroblasts play a pivotal role in wound healing by synthesising the extracellular matrix (ECM), mediating remodelling and facilitating re-epithelialisation.

Materials and Methods: Fibroblasts were derived from normal oral mucosa (OF), from venous leg ulcers with impaired healing (UF) and matched, normal skin (NF) and utilised in all experiments at low passage (P4-7) and low population doubling level.¹

Results: In these in vitro systems there were no differences between any of the cell strains studied with respect to cellular senescence, proliferation or attachment to the type I collagen substrate ($p > 0.1$). Ability to reorganise the FPCL correlated with the wound healing responses observed in vivo (OF > NF, $p < 0.01$; NF > UF, $p < 0.05$). The results are illustrated in Table 1.

Table 1. Results of different treatments given to cases 1–4

Case no.	Treatment A	Treatment B
1	0.3	0.8
2	8.9	5.6
3	5.4	3.6
4	2.3	5.9

Reference(s)

- Stephens P, Davies KJ, Alkhateeb T, Shepherd JP, Thomas DW: A comparison of the ability of intra oral and extra oral fibroblasts to stimulate extracellular-matrix reorganization in a model of wound contraction. *Journal of Dental Research* 1996; 75: 1358–1364.

Additional pages

In addition to the abstracts, each abstract supplement will contain:

- **Title page:** (created by Wiley-Blackwell) which contains the title of the abstract supplement and/or relevant meeting.
- **Table of Contents:** (created by Wiley-Blackwell) which contains a list of the main sections of the abstract supplement, as supplied by the client, and the page numbers on which they can be found.
- **Author Index:** (created by Wiley-Blackwell) after the pagination and proof corrections are finalized, an index of all authors in the index style of the journal will be created.
- **Publisher Information Page:** A half page which provides details regarding the publication of the journal and supplement.
- **Journal Editorial Board page:** The editorial board of the journal is acknowledged in each issue of the journal including supplements.

Other pages (e.g. scientific program, sponsors, committees, biographies, maps etc.) may be included only if supplied at the time of the original submission of material. An additional charge will be made for any images which are required to be printed in colour.

Cover

A cover that incorporates the regular journal cover design with the supplement title, and any related images/logos will be created for each supplement. Any cover material is required at least two weeks prior to the submission of abstract material to enable design and proofing. All logos/images should be supplied as high resolution (at least 300 dpi) and .eps or .tif files are preferred.

Style

The style (fonts, headings, layout etc) of the published abstracts will follow the style of the journal in which they appear. Each page contains four discrete abstracts laid out with two abstracts per column.

Production outline

Each stage in the production schedule follows a tight timeline which must be strictly adhered to by all parties. Late supply of copy or late return of proofs will result in delayed publication.

Outlined below is each stage of the production schedule.

- **Final copy arrives at Wiley-Blackwell:** ALL material required in the final published abstract book must be submitted on this date, in a single file, in the order in which it is to be published. It is only possible to include late material in a 'late breaking abstracts' section. If there is critical material missing at the time of submission, please indicate the approximate length of the material to be included so that appropriate space can be left in the proof. Large additions at proof stage may be subject to an additional charge.
- **Typesetting:** The files supplied are styled and typeset according to the journal specifications. Page numbers, copyright lines, issue information running heads/feet are inserted and any missing elements are queried. A PDF proof (facsimile of the final printed page) is created
- **PDF Proofs dispatched to Wiley-Blackwell and client:** The PDF proof of the whole abstract supplement (except the author index) will be sent by email on the date specified. This will be your ONLY chance to see and correct the proof prior to printing.
- **Corrected PDF proofs returned by client to Wiley-Blackwell:** Any corrections that are required to the proof should be marked on a printout and faxed/emailed to the Supplements Coordinator on the date specified. Any delays will be subject to additional charges.
- **Advertising material finalized:** This is the last date on which any advertising can be incorporated into the supplement (if applicable).
- **Corrected proofs returned to typesetter:** The Supplements Coordinator incorporates any required changes to a master set of proofs and returns these to the typesetter for correction.
- **Revised proofs at Wiley-Blackwell:** A revised set of proofs is dispatched to Wiley-Blackwell only to ensure that all corrections have been applied and no further changes are required.
- **Final print files approved:** The final files are approved for printing.
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