

Instructions on the submission of abstracts for ACTA Echo 2010.

Deadline for abstracts is 30th April 2010

Abstracts should be submitted directly to:

Dr Nick Fletcher
Department of Anaesthesia
St Georges Healthcare NHS Trust
Blackshaw Road
London SW17 0QT

Email : snick@doctors.org.uk

Abstracts should be submitted by email. MS Word for Windows on PC is preferred. Other word processing formats will be considered if the document file can be read. **As well** as the single page abstract, an accompanying letter should be send on paper by post to the Meeting Secretary, Dr Nick Fletcher. None will be presented at the meeting before the completed accompanying letter is received. Abstracts will not be published and are for presentation at the ACTA Echo 2010 conference only

Formatting:

Abstracts that do not conform to the required formatting will be returned to the authors for correction.

The complete abstract should not exceed one page.

Margins: Top 3 cm, Bottom 4.7 cm, Left 6.5 cm, Right 6.5 cm
Page Size: A4 21 cm by 29.7 cm, Portrait
Font: Times New Roman 8 point throughout.

Abstract Instructions

Title in bold sentence case with no full stop

A. Author,¹ A.N. Other-Author,² and L.S.T Author¹

1 Department in Italic, Hospital, UK

2 Other department, Hospital, UK

Text in Times New Roman with no heading serves at the introduction. The title is bold with no full stop. There is then a space of 1 line followed by the Authors. They are Initial Stop Space Surname Comma and superscript 1 or higher if there are more than one department. There is an and before the last author no full stop after

the last author surname. The line immediately below gives the department address in italics.

Case Presentation

The case should contain content of perioperative echocardiographic interest. No illustrations, photographs or video are included within the abstract but the actual presentation on the day should contain echocardiographic video loops.

Discussion

Discussion is bold with line spaces above and below.

Acknowledgments

Acknowledgments follows the same pattern as Discussion.

References

1 Author A, Other AN, Last AU. Hanging indent with one space after number authors different from abstract title and authors in normal text. *Italics for title no full stop then space* 2004; **6**: 234-45.

2 Book AN, Chapter CH. Title in normal text. In: *Italic textbook title*, Publisher, City; 2004: 1233-305.

Accompanying Letter:

An accompanying letter, signed by all the authors, should state

- That you wish to present the case
- That the case is fully anonymised and the patient cannot be identified by any information presented therein. If deemed necessary that consent is obtained from the patient or legal guardian of the presented patient
- The address, email, telephone and fax of the corresponding author

Presentation:

At least one author who is a full member of ACTA should be present during the presentation. Where none of the authors is a full member of ACTA, the abstract should be accompanied by a letter from a sponsoring full member, stating that they have read the abstract, agree to sponsor the paper and **will be present** during its presentation.