**UK Medicines Information Conference**

**23rd – 24th January 2025**

Abstract Submission Form

**Closing date for submission: 5 pm on Monday 28th October 2024**

|  |  |  |
| --- | --- | --- |
| **Surname:** | |  |
| **First Name(s):** | |  |
| **Job Title:** | |  |
| **Place of Work:** | |  |
| **Contact Address:** | |  |
| **Email Address:** | |  |
| **Category of Submission (tick as appropriate):** | | Practice Research  Practice Development/Innovation  Audit |
| **Title**  **(format - see below)** | |  |
| **Checklist** | | |
|  | Use the abstract form template provided by UKMi.  Ensure you include your word count(max 550 words or 350 with a table) | |
|  | Save your abstract with a title in the following format:  **Surname initial - poster title UKMi Year** (e.g. King P - Adapting National PGDs for Contrast Agents UKMi 2025 | |
|  | Enter all your contact details on the abstract submission form above | |
|  | Ensure a proof read of this submission form and the abstract by a local/regional MI colleague/another pharmacist to ensure compliance with submission guidance as this may help you ensure acceptance of the abstract. **Send the Abstract submission form to: Clare Thompson, Office Manager at** [medicines.info@uhl-tr.nhs.uk](mailto:medicines.info@uhl-tr.nhs.uk)  **Use “UKMI Conference abstract 2025” as the subject title.** | |

**UKMI Conference 23rd – 24th January 2025**

**Abstract submission template**

**Title: Insert Title. Use 12-point bold Arial font**

**Authors:** **Insert authors.** Use 11-point Arial font

All authors and their respective institutions should be listed in alphabetical order. The name of the lead presenter should be underlined.

For example: Ann Black, Cath Brown, and Bert Grey Medicines Information Centre, St Cuthbert’s Hospital, Irllington.

**Total word count:** *Insert here.*

**Abstract: Please type your abstract below (including tables as needed).**

Use 11-point Arial font, one side of A4 only and follow guidance provided below:

Total Words: Total word count should be up to 550 words or maximum of 350 words if a table is included. The word count does not include the title, author details or references.

Remember to focus on the key points of your submission, you will provide more detail on your final poster, the abstract should reflect the key issues/findings that make your research interesting and valuable to others.

The following headings should be considered for use, selecting those that best fit the submission. Some practice development/practice innovation poster submissions may have no conventional method or results, so you may omit these sections if necessary and instead provide an alternative narrative under a suitable heading, as required.

**Introduction/Background** – for example you might include objectives or a research question here. If you are looking at service development, why is it necessary?

**Method** - describes methodology used in clear concise manner

**Results** - narrative or as appropriate

**Discussion** -i.e. conclusions that are supported by the data in the results

**References** – see below

**Formatting**

* Proof-read your work carefully – avoid errors in text including grammar and spelling mistakes
* Explain in full the first use of any abbreviations used
* Do not underline or use italics, except as required by usual convention.
* Tables should only be included only if necessary and in the format below. Typed in Arial -9 point. Maximum width of 8.2cm. You will have plenty of opportunity for tables in your final poster.
* Any figures should be sent as high-resolution image files (TIFF or JPEG), be in black and white and be clear when reduced to 5.5cm wide

**Table 1 Showing layout of table for abstracts**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
| A | 1±1 | 1±1 | 1±1 | 1±1 |
| B | 1±1 | 1±1 | 1±1 | 1±1 |
| C | 1±1 | 1±1 | 1±1 | 1±1 |

**References** - **No more than 4 references typed in Arial -9 point.**

Cite in the text using superscript numbers1. Number and list the references (Vancouver style) in the order in which they occur with surname(s) and initials, title of the article, abbreviated name of the journal, year, volume number and first and last page numbers. It is also acceptable to have no references in an abstract. Examples:

1. Martin J, editor. Joint Formulary Committee. British National Formulary. 59 ed. London: British Medical Association and Royal Pharmaceutical Society of Great Britain. March 2010.
2. Baxter K, editor. Stockley’s Drug Interactions. London: Pharmaceutical Press. [http://www.medicinescomplete.com/](https://protect.checkpoint.com/v2/___http://www.medicinescomplete.com/___.bXQtcHJvZC1jcC1ldXcyLTE6dW5pdmVyc2l0eWhvc3BpdGFsc291dGhhbXB0b246YzpvOmEzM2ViNzEyMjRmNWEzMWNmOWY2N2FmZWM0OWFiNzYwOjY6NGNjZjo3Zjc5ODFjZGRmZjEwZTA0N2M3OTg3MzMzMmNmYjYwNGQ4ZTVjYzcwZmM0ZTZmNDI4NTRmMjkzMTZhYjFmZWYwOnA6VDpO) (accessed 22 March 2010).
3. Australian Adverse Drug Reactions Bulletin. Miconazole oral gel elevates INR; December 2002, Volume 21, number 4.
4. Hazin R, Abuzetun JY, Suker M, Henderson S, Rutter J, McEntee J et al. Rhabdomyolysis induced by simvastatin and fluconazole combination. J Natl Med Assoc 2008; 100: 444-6.