

Paediatric Advisory Panel Abstract Review Feedback

Criteria for Evaluation	Area/s of Concern	Tips	Areas that relate to your abstract submission (reviewers asked to tick all that apply)
Relevance	Subject of your abstract was not suitable for this predominantly intensive care audience	Choose conferences based on potential audience and theme to convey your research to appropriate practitioners	
Appropriate forum for presentation	Content does not report research	The topic of your abstract must be research based to be selected for presentation at the ASM. Choose other forums to present for example; practice development or initiatives.	
Abstract provides a complete report	Abstract is not a comprehensive summary of the research	The abstract should accurately reflect the problem under investigation, purpose, study participants, methods, results, conclusion and implications of the research.	
Conformity to presentation guidelines	Abstract did not conform to published abstract guidelines	At all stages of abstract development closely review ALL of the meetings instructions, especially prior to submission.	
Conformity to presentation guidelines	Abstract was not set out according to published abstract guidelines	Review successful abstracts from previous conferences. These are published annually in Australian Critical Care http://www.australiancriticalcare.com/ Obtain a review of your abstract by a previously successful abstract submitter.	
Adheres to word limit (max. 250 words, excluding title)	Abstract excessively over word count	After editing as much as you can, ask an experienced researcher to help you to be more concise.	
	Spelling and grammar errors	Do not rely extensively on word processing programs to check for spelling and grammar errors. Obtain a review of your abstract by an experienced researcher who is a native English speaker.	

Paediatric Advisory Panel Abstract Review Feedback

Criteria for Evaluation	Area/s of Concern	Tips	Areas that relate to your abstract submission (reviewers asked to tick all that apply)
Topic Area	Area of research does not add to our knowledge	If reporting a study where there is already a large body of knowledge. the study must highlight what is unique.	
Appropriate abbreviations	Graphs and abbreviations were not relevant to abstract	Use only standard abbreviations according to uniform requirements for manuscripts submitted to biomedical journals http://www.icmje.org/ Non standard abbreviations should be kept to a minimum and defined in parentheses in the text. In general, no more than two non-standard abbreviations should appear and these should only be used to replace words appearing four times or more in the text.	
Appropriate tables and graphs	Abstract contained a graph or complicated table	Abstracts containing graphs, diagrams, or complex tables are notable to be accepted at this conference. If a table was included ensure that is simple and is relevant to your abstract.	
Title concisely represents abstract main message	Ambiguous or wordy abstract title	Abstract titles should concisely represent the abstracts main message and be no more than 10 – 12 words.	
Aim & or objectives are clear	Aim of study not clear	Clearly stating an aim provides an understating of the study direction.	
Research design appropriate to answer study question	Inappropriate study design to answer research question	At the conception of your research project and during development of your research question seek guidance and advice from experienced researchers.	
Method of data analysis appropriate for data and design	Inappropriate method or incomplete reporting of data analysis	During development of your research question and data analysis seek guidance and advice from experienced researchers. Seek researchers with statistical understanding or for qualitative research projects experts in the theoretical framework chosen.	

Paediatric Advisory Panel Abstract Review Feedback

Criteria for Evaluation	Area/s of Concern	Tips	Areas that relate to your abstract submission (reviewers asked to tick all that apply)
Method & results presented clearly	Methods and Results confused	Ensure that you only state appropriate content under each heading	
Results relate to abstract aim	Results are not fully or clearly expressed	Report participant demographic characteristics to allow readers to determine generalizability of your study Only report pertinent results that relate to the aim. Obtain a review of your abstract from a person not related to your project. This will help ensure the abstract message is clear and unambiguous	
Conclusion consistent with results & relevant to problem & objectives	Conclusion not justified or repeats results	Conclusion must clearly relate to the objectives, results & implications for practice	
References not required abstracts	References have been included in abstract.	Remove references as they are not required for this conference	