

SPHERE

RESEARCH DAY 2026

ABSTRACT SUBMISSION GUIDELINES



We welcome original work relevant to pre-hospital and critical care, including research, audit, quality improvement, service evaluation and case reports.

1 | WHAT TO SUBMIT

- **Microsoft Word document** (.doc or .docx).
- **Maximum 300 words** for the abstract text, excluding title, authors, affiliations and references.
- **No tables or figures** within the abstract.
- **Maximum three references** in Vancouver style, numbered in square brackets in the text [1].

2 | REQUIRED STRUCTURE

- **Research, audit, quality improvement or service evaluation:** Background; Methods; Results; Conclusion.
- **Case reports:** Background; Case report; Conclusion.
- **Headings:** use bold headings without colons. Do not add an 'Abstract' heading.

3 | FORMATTING

- **Title:** bold, sentence case and with no full stop.
- **Authors:** first name, initials and surname. Underline the corresponding author. At least one author must attend the conference.
- **Affiliations:** department, organisation, town and country; link authors using superscript numbers where needed.
- **Text:** Arial 11 pt, single-spaced and left-aligned. Define abbreviations at first use and use SI units.

4 | ETHICS AND GOVERNANCE

- **Approvals and registration:** state the relevant research ethics, audit/service evaluation or trial registration details where applicable.
- **Consent:** case reports or identifiable participant information require written consent to publish. Include a consent statement at the end.
- **Author approval:** all authors must approve the submission and confirm that the information is accurate.

5 | SUBMISSION AND SELECTION

- **Submit** using the route and by the deadline shown on the SPHERE conference webpage. Late or incomplete submissions may not be considered.
- **Review criteria:** relevance, clarity, methodological quality and potential value to pre-hospital or critical care practice.
- **Presentation format:** accepted authors will be told whether their work has been selected for an oral or poster presentation.

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