Policies for abstract submission

Copyright policy

Abstracts must not include libellous or defamatory content. Material presented in abstracts must not violate any copyright laws. If figures, graphics and/or images have been taken from sources not copyrighted by the author, it is the author's sole responsibility to secure the rights from the copyright holder in writing to reproduce those figures, graphics and/or images for both worldwide print and web publication. The author must bear all reproduction costs charged by the copyright holder.

Resubmission policy

An abstract that has been previously published or presented at a national, regional or international meeting can be submitted to IAS 2021 only if there are new methods, findings, updated information or other valid reasons for resubmitting.

If preliminary or partial data have been published or presented previously, the submitting author will be required to provide details of the publication or presentation, along with a justification of why the abstract merits being considered for IAS 2021. The IAS 2021 Scientific Programme Committee will consider this information when making final decisions.

If the author neglects to provide these required details and justification, or if evidence of previous publication or presentation is found, the abstract will be rejected.

Plagiarism

The conference organizers regard plagiarism as serious professional misconduct. All abstracts are screened for plagiarism and, when identified, the abstract and any other abstracts submitted by the same author are rejected. In addition, the submitting author's account and scholarship application (if one has been submitted) will be cancelled.

Co-submission

IAS 2021 may negotiate co-submission of abstracts with affiliated events, pre-events and/or external events. Visit www.ias2021.org for updated information.

Ethical research declaration

The conference supports only research that has been conducted according to the protocol approved by the institutional or local committee on ethics in human investigation. Where no such committee exists, the research should have been conducted in accordance with the principles of the Declaration of Helsinki of the World Medical Association. The IAS 2021 Scientific Programme Committee may enquire further into ethical aspects when evaluating abstracts.

Conference embargo policy

As is the case with most scientific and medical conferences, abstracts from IAS 2021 are released to delegates and media under a strict embargo policy. A detailed breakdown of the embargo policies for different types of abstracts is available here. All conference delegates, presenters and media agree to respect this policy.

Abstract submission process

Conference account

Authors must create a conference account to submit an abstract. More than one abstract can be submitted through a conference account. After an abstract has been created, modifications can be made until **10 February 2021, 23:59 Central European Time.**

Choosing a track category

The track category is the general heading under which the abstract will be reviewed and later published in the conference materials, if accepted. The track category that best describes the subject of the abstract should be chosen. During the submission process, you will be asked to select one track category for your abstract.

Abstract structure

The conference offers two options for abstract submission:

Option 1

This is suited for research conducted in all disciplines. Abstracts submitted under Option 1 should contain concise statements of:

- Background: Indicate the purpose and objective of the research, the hypothesis that was tested, or a description of the problem being analysed or evaluated.

- Methods: Describe the study period, setting and location, study design, study population, data collection and methods of analysis used.

- Results: Present as clearly and in as much detail as possible the findings and/or outcomes of the study. Please disaggregate data by age and gender where possible and summarize any specific results.

- Conclusions: Explain the significance of your study's findings and/or outcomes for HIV prevention, treatment, care and/or support and future implications of the results.

The following review criteria will be used in scoring abstracts submitted under Option 1:

1. Is there a clear background and justified objective?

2. Is the methodology and/or study design appropriate for the objectives?

3. Are the results important and clearly presented?

4. Are the conclusions supported by the results?

5. Is the study original and does it contribute to the field?

Option 2

This is suited for lessons learned through programme, project or policy implementation or management. Abstracts submitted under Option 2 should contain concise statements of:

- Background: Summarize the purpose, scope and objectives of the programme, project or policy.

- Description: Describe the programme, project or policy period, setting and location, the structure, key population (if applicable) and activities and interventions undertaken in support of the programme, project or policy.

- Lessons learned: Present as clearly and in as much detail as possible the findings and/or outcomes of the programme, project or policy. Include an analysis or evaluation of lessons learned and best practices. Please summarize any specific results that support your lessons learned and best practices.

- Conclusions/next steps: Explain the significance of the findings and/or outcomes of the programme, project or policy for HIV prevention, treatment, care and/or support and future implications of the results.

The following review criteria will apply to abstracts submitted under Option 2:

1. Is there a clear background and justified objective?

2. Is the programme, project or policy design and implementation appropriate for the objectives?

3. Are the lessons learned or best practices important, supported by the findings and clearly presented?

4. Are the conclusions/next steps supported by the results and are they feasible?

5. Is the work reported original and does it contribute to the field?

Disaggregated sex and other demographic data in abstracts
Authors are encouraged to provide a breakdown of data by sex and other demographics, such as age, geographic region, race/ethnicity and/or other relevant demographic characteristics in submitted abstracts, when appropriate. Your abstract should include the number and percentage of men and women (and additional breakdown by gender, age and/or ethnicity if appropriate) who participated in your research or project. Results should be disaggregated by sex/gender and other relevant demographics. Analyses of any gender-based differences or any other differences between sub-populations should be provided in the Results or Lessons learned sections, if relevant.

Font
Use a standard font, such as Arial, when formatting the text. This helps prevent special characters from getting lost when copying the text to the online abstract submission form. Ensure that you check the final abstract with the system's preview function before submission, and edit or replace as necessary.

Word limits
The abstract is limited to 350 words. Titles are limited to 30 words.

A maximum of two tables and/or graphs or images in total can be included. A graph or image (in JPG, GIF or PNG, ideally at least 600dpi) counts as 50 words and a table counts as five words per row (50 words maximum).

Common reasons for abstract rejection:

- Abstract poorly written

- Not enough new information

- Clear objective and/or hypothesis missing

- Methods (either quantitative or qualitative) inadequate and/or insufficient to support conclusions

- Summary of essential results inadequate and/or missing

- Study conclusions not supported by the data

- Linkage between different parts of the abstract not comprehensible

- Duplicate or overlap with another abstract

- Study too preliminary or insufficient to draw conclusions

- Study lacks originality.

Recommendations
Abstracts should disclose primary findings and avoid, whenever possible, promissory statements, such as "experiments are in progress" or "results/lessons learned will be discussed".

If English is not your native language, have your abstract reviewed by a native English speaker before submission.

The IAS offers an Abstract Mentor Programme for less experienced submitters. Please see further information below.

Submission confirmation
After submission of the abstract, a confirmation email will be sent to the abstract submitter. In order to receive confirmation, please ensure that emails from ias2021@abstractserver.com are not marked as spam by your email provider.

Abstract review and selection process

Abstract review

All submitted abstracts will go through a blind peer-review process carried out by international reviewers. At least three reviewers will review each abstract.

Abstract selection

Abstracts can be selected for oral presentation in a session or as a poster in the poster exhibition.

Notification of acceptance or rejection to corresponding author

Notification of acceptance or rejection will be sent to the submitting (corresponding) author by the end of April. Please note that only the corresponding author will receive an email concerning the abstract; this author is responsible for informing all co-authors of the status of the abstract. Authors whose abstracts have been accepted will receive instructions for the presentation of their abstract.

Rule of two

Each presenting author may present a maximum of two abstracts at the conference. The number of submissions is, however, not limited. Should an author have more than two abstracts accepted for presentation, a co-author must be named as presenting author for one or more abstracts.

Each presenting author may also present one late–breaker abstract at the conference.

Publication of accepted abstracts

The submission of the abstracts constitutes the authors' consent for publication. If the abstract is accepted, the authors agree that their abstracts are published under the Creative Commons Attribution 3.0 Unported (CC BY 3.0) licence. The licence allows third parties to share the published work (copy, distribute, transmit) and to adapt it for any purposes, under the condition that IAS 2021 and authors are given credit and that in the event of reuse or distribution, the terms of this licence are made clear. Authors retain the copyright of their abstracts, with first publication rights granted to the IAS.

Accepted abstracts may, therefore, be published on IAS websites and in publications, such as the IAS 2021 online conference programme and other conference materials, the IAS abstract archive and the *Journal of the International AIDS Society* (JIAS).