

GUIDELINES FOR ABSTRACT SUBMISSION – III International Online Aquatic Physical Therapy Congress

Part 1 – Introduction:

To submit papers for the III International Online Aquatic Physical Therapy Congress, the following guidelines must be observed:

- a) Submission deadline: **March 17, 2025**;
- b) Abstracts must be submitted in Word format to the E-mail **congressoonline@abfa.com.br**, following the last page;
- c) Abstracts may be submitted in the following languages: Portuguese/English/Spanish;
- d) The abstracts must follow the guidelines of the attached template and must include the following sections: **Introduction, Objectives, Methods, Results, and Conclusion**.
- e) The body of the abstract should be written in a single paragraph (as per the attached template) and must not contain figures and/or tables, with a limit of 400 words;
- f) It is mandatory that studies involving human participants include the approval number from the Institutional Review Board (IRB);
- g) Only registered congress participants (at least one of the authors) may submit the abstracts. If one of the registered authors is unavailable for the presentation on the designated day, a substitute presenter must be indicated (and must be registered for this task);
- h) Selected presentations must adhere to a 10-minute presentation time + 5 minutes for discussion/questions;
- i) Each registration allows the submission of up to two abstracts;
- j) The maximum number of co-authors is seven.

Part 2 – Abstract Evaluation and Results:

The evaluation of abstracts will be conducted according to the following rules:

- a) Each abstract will be automatically sent to the scientific committee for review. It will be evaluated by two independent reviewers in a blinded manner;
- b) After the review, the abstract will receive one of the following evaluations: "Accepted," "Accepted with Corrections," or "Rejected";
- c) The preliminary results of the paper evaluations are expected to be released by **March 31, 2025**, subject to change by the Scientific Committee;
- d) If a paper receives the evaluation "Accepted with Corrections," the submitting author will be notified via E-mail and given a new deadline to make the necessary changes (**April 05, 2025**);
- d) The final evaluation results are expected to be released by **April 10, 2025**, subject to change by the Scientific Committee;
- e) The content of the submitted and approved abstract is the sole responsibility of the author(s).

Part 3 – Oral Presentation:

Oral presentations will follow the guidelines below:

- a) For each presentation, a certificate will be provided containing the presentation's title and the names of the authors;
- b) Presentations will be in oral format, with 10 minutes for presentation and 5 minutes for discussion/questions;
- c) The presentation schedule will be pre-established and published on the event/ABFA website. The author presenting the work must be present in the virtual room 15 minutes before the scheduled time;
- d) If presenters are not online at the scheduled time, the Organizing Committee will not provide a presentation certificate;
- e) The evaluation criteria for submitted abstracts will be:

- Originality and relevance of the topic (2.0);
- Introduction/theoretical framework (2.0);
- Method (internal validity) (3.0);
- Coherence in writing/grammar (2.0);
- Adherence to submission guidelines (1.0).

- f) The evaluation of presentations will be conducted by the members of the Scientific Committee and will follow these criteria:

- Mastery and clarity of the presentation (4.0);
- Adherence to time rules (3.0);
- Quality of slides (3.0).

Part 4 – Awarding of Presentations:

- a) The evaluation of presentations will be based on the average of the written abstract and presentation scores, as outlined in Part 3;
- b) The presented work will compete for a prize*;
- c) The first, second, and third-place presentations will receive a certificate of honor and merit.

*1st Place Prize Name: Archimedes.

Part 5 – Guidelines for the Abstract (limit of 400 words):

- a) Title – No more than 30 words, with spacing, Arial 12, bold, and centered;
- b) Text Formatting: Arial 10, single spacing, justified;
- c) Introduction – Contextualize the research problem objectively;
- d) Objective(s) – Clear, brief, and clarifying the study's goal;
- e) Method – Include the study design, participant characteristics, research procedures, outcomes, data analysis, and ethics committee approval (if required);

- f) Results – Present the key findings of the study;
- g) Conclusion – Should answer the research question and present practical applications;
- h) Descriptors – Must be DECS (Health Sciences Descriptors: <http://decs.bvs.br/>) or MeSH (Medical Subject Headings: <https://www.ncbi.nlm.nih.gov/mesh?Db=mesh&Cmd=ShowDetailView&TermToSearch=>);
- i) The complete structured abstract must not exceed 400 words.

TEMPLATE

Insert Title, in Arial 12, bold, and centered.

Insert authors here (without abbreviating surnames), in Arial 10 and centered.

Example: Roberta Maria da Silva¹, Carlos Alberto Mendonça Pereira², etc. (up to 7 authors)

1. University Center of São Antonio del Rey, Matelândia-SP (Arial 9, centered)
2. Integrated Physical Therapy Clinic, São Paulo-SP

Abstract in a single paragraph, with a maximum of 400 words (Arial 10, justified, single spacing), containing the bolded sub-sections: **Introduction, Objectives, Method, Results, and Conclusion**. Acknowledgements should be placed above the emails.

Key words: up to 5 (DECS or MeSH).

Insert E-mails of all authors here, in the same order as listed above, in Arial 10, justified, separated by semicolons, e.g., fisioaquatica@bol.com; aqua@gmail.com; etc.